SM01 – CPI, Child Protective Investigations
(Intake and Investigation)

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1 Introduction

The *CPI* topic paper describes the LAKIDS functionality used to document protective services intakes and the subsequent investigations. The business processes and system interactions outlined in this design paper constitute one of the most important ways clients become involved with OCS, enter the LAKIDS system, and begin receiving services.

The *CPI* topic paper includes screens and processing for the documentation of an Intake report and an Investigation of a child allegedly being abused or neglected. The *CPI* topic paper is divided into two sections: Intake and Investigation. This topic paper will include screen shots of all screens and pop-ups designed for the CPI area of LAKIDS. Each screen has a titled subsection in this document where a brief description of the screen is documented and additional information including background processing, save processing, field validations and security are described.

Included in this topic paper are Expanded Uses Cases, Business Process Re-engineering documentation related to the Intake or Investigation areas, Inventories (drop-down list values, automated messages, ticklers, checklists and help functions), and methods. The last section of this topic paper is the Requirements addressed section, which includes the requirements met by the CPI design.

The Intake section of the topic includes the Intake Report Screen that contains the following tabs: Participant Tab, Reporter Tab, Allegations Tab, Assessment Tab, Decision Tab and the Assignments Tab. In addition, the Relationship Pop-Up, Forms/Attachments Pop-Up, and Associated Cases Screens are included in the Intake area description.

There are two ways to access the CPI Intake tab set in LAKIDS. From the LAKIDS navigation tree, the Intake folder is selected and then CPI Intake is selected from the options. This path will take the Intake Staff Member to a screen that lists all open Intakes assigned to them. To create a new Intake, the Worker would select the Create option from the menu bar and then select CPI Intake. The create path opens the CPI Intake tab set with a default to the Participant tab.

The design of these Intake tabs allows the Intake Worker to easily capture the information from the reporter, in the order that the reporter is disclosing the information. For example, if the reporter begins the report with their name and contact information, the Intake Staff Member selects the Reporter Tab. If the reporter begins the disclosure with participant information, the Intake Staff Member selects the Participant Tab.

The system stamps each report with the date, time and name of the Staff Member entering the information when the Staff Member saves the report, though this data can be edited prior to saving the report to document intakes that may occur outside of normal work hours. The date, time, and Staff Member name fields are pre-populated in the header group box of the Intake Report screen. When an Intake Supervisor accepts the decision on an Intake Report and assigns it to an Investigator or an Investigation Supervisor, an automated message is generated to ensure that the Investigation process is initiated.

Until an Intake Supervisor accepts an Intake Report, the information documented in the Intake Report may be changed. Once an Intake Supervisor accepts a report, the report is "frozen" to preserve the report information known at the time of intake. The Intake Report is then used to create a new investigation case or is linked to an existing case.

The Intake Worker performs several main activities when documenting a report:

- Gathers information regarding the participants in the report;
- Determines whether participants or providers are already known to LAKIDS through the use of search functionality;
- Identifies contact information;
- Selects the report type and the report description;
- Documents the allegations;
- Documents the decision status of the report and the reasons for that decision; and
- Assigns a response time/risk level for the report.

The Investigation section of the CPI topic includes the following tabs: Participants Tab, Interviews Tab, Family Description Tab, Safety Assessments Tab, Risk Assessments Tab, Findings Tabs, and the Removal Tab, as well as several common tabs used across programs. In addition, the Relationships pop-up screen, Participant/Collateral Status Update pop-up screen, Immediate Safety Plan pop-up screen and the Facility pop-up screen are included in the Investigation area description.

When an intake is accepted, the Intake Supervisor will assign it to an Investigation Supervisor. The Investigation Supervisor will create a new Investigation case using the Create Case Pop-Up and make an assignment to an Investigation Worker. As the Investigation Worker performs interviews, conducts assessments and creates plans for the participants, the information is entered into LAKIDS. Based on the Intake data, several ticklers are triggered for the Investigation process.

The Investigation Worker performs several main activities in the Investigation area of LAKIDS:

- Documents all required interviews with participants in the report;
- Documents the family and the home environment;
- Documents the Safety Assessment
- Documents Risk Assessments for each child;
- Creates and captures an Immediate Safety Plan;
- Documents any removals of a child from the home;
- Documents any new allegations;
- Determines validity of all allegations;

- Records legal actions and hearing information associated with the Intake and Investigation;
- Documents the final finding of the Investigation and the reasons for that decision;
- Assigns "Validated" investigation to Family Services or Foster Care, if additional services are needed; and
- Closes an inconclusive Investigation.

When an Investigation is complete, a findings staffing is held and the results of the Investigation are used to determine the validity of each allegation (valid, invalid or inconclusive). If any of the allegations are found to be valid, the investigation is found to be valid. When all allegations are found to be invalid, the investigation is determined to be invalid and the information is sealed from future viewing, unless a Staff Member has an audit security clearance. In addition, the case participants will be expunged from the LAKIDS database in accordance with established procedures. For inconclusive investigations, the case is closed, but the information entered into LAKIDS remains available for search and review.

If a child is removed from the primary caregiver's home during the investigation and prior to an investigative decision, then an assignment to the Foster Care program is made. If the investigation is valid but the child is not in imminent risk in the primary caregiver's home, an assignment may be made to the Family Services program. After a transfer staffing, an Investigation Supervisor will make the assignment to an appropriate program area supervisor, using the assignment functionality within LAKIDS. Assignments of work to Program Area Supervisors are entered into LAKIDS by an Investigation Supervisor during or after a transfer staffing. The Receiving (FC or FS) Supervisor of an assignment on an Investigation case will create a new case within their program.

The *CPI* design paper describes many screens where AFCARS and NCANDS reporting related data elements are captured. Please refer to the individual *AFCARS* and *NCANDS* topic papers for a complete discussion of AFCARS and NCANDS data mappings.

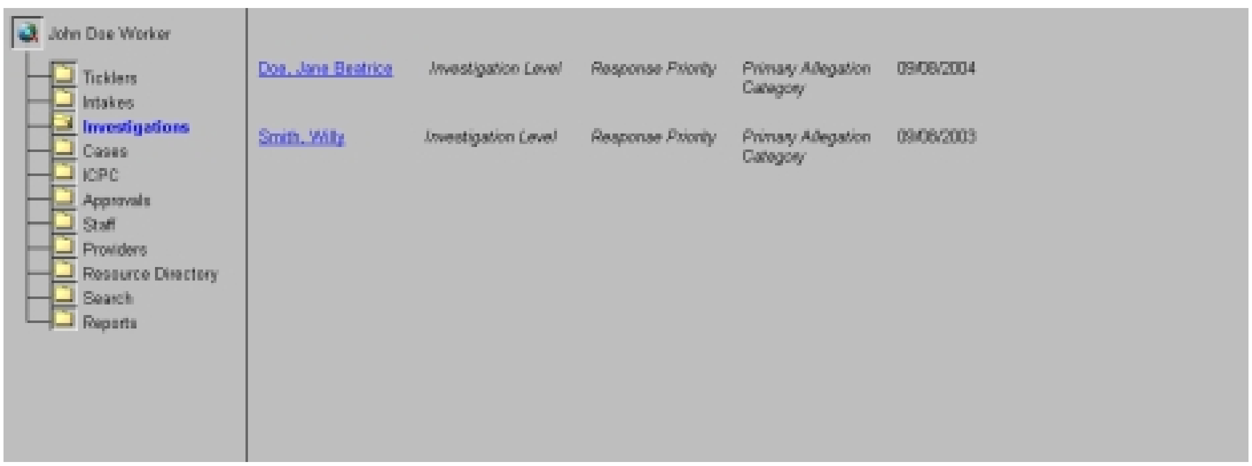
Navigation (CPI):

To access Intake work within LAKIDS, the Intake Worker selects the “Intake” folder and “CPI” from the LAKIDS navigation tree at the far left of the screen. When “CPI” is selected, LAKIDS will display all open Intakes assigned to the Intake Worker. If a specific intake name is selected from the list, LAKIDS displays the selected intake data in the Intake screen tab set. To create a new Intake, the Intake Worker selects the “Create” option from the menu bar and selects the “Intake”; “CPI” option.

The column headings for the view above and below will be incorporated, as time permits. Clicking on a column heading for a specific attribute will sort the list view with respect to the selected attribute.

For more information about the navigation tree, please see the *Desktop* topic paper.

Navigation (Investigations):



To access Investigation within LAKIDS, the Investigation Worker selects the “Investigation” folder from the LAKIDS navigation tree. When “Investigation” is selected, LAKIDS will display all open Investigations assigned to the user.

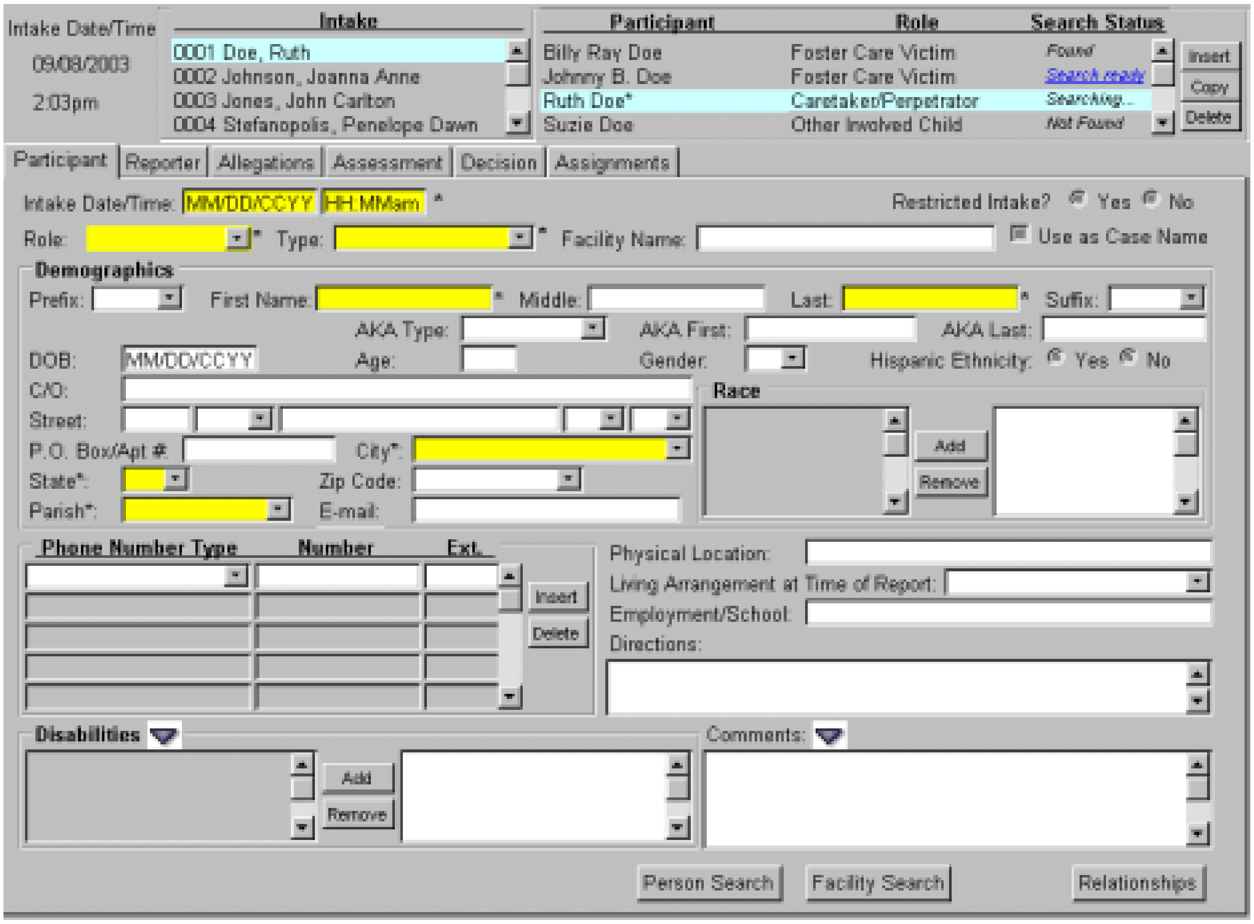
If a specific investigation name is selected from the list, LAKIDS displays the related investigative data in the Investigation screen tab set.

To create a new Investigation, the user selects the “Create” option from the menu bar which opens the Create Case pop-up screen.

Saving a piece of work in LAKIDS is accomplished using the Save option in the File menu on the Menu Bar, by selecting the Save icon on the Toolbar (refer to the Desktop design for an explanation of the Menu Bar and Toolbar and their functions), or by navigating to another tab, folder, or screen. Any of these actions will perform all required save validation processing. If any required information is missing or incorrect since the previous save of the same piece of work, an appropriate error message will be displayed prompting the user to enter or correct the necessary information. If save validation processing is successful, all information pertaining to the current piece of work that has been newly entered or changed since the last save of the same piece of work will be written to the database.

2 Screens

2.1 Intake – Participant Tab



2.1.1 Screen Overview

As noted above, to access the Intake – Participant screen, the Intake Worker selects the “Intake” folder on the Desktop and “CPI” from the LAKIDS navigation tree. When “CPI” is selected, LAKIDS will display all open Intakes assigned to the Intake Worker. If a specific intake name is selected from the list, LAKIDS displays the selected intake data in the Intake screen tab set with the Intake – Participant screen as the default display.

The Intake Participant screen is used to capture information that is immediately known about intake participants, such as the alleged victim, perpetrator, and other family members. Via the Person Search button, the user can access the Person Search functionality to access known information about an intake participant and prevent duplicate data entry. The Person Search will identify matching clients that exist in either the person tables or the intake participant tables within LAKIDS. [The Person Search function for all other aspects of LAKIDS (e.g., Investigations, Family Services, Foster Care) will only search the person tables for potential matches.] Additionally, on this screen, information may be captured about a provider or facility that is the subject of a CPI intake.

As the Intake Staff Member searches for and adds each participant to the intake, each selection of the Insert button will save the previously inserted participant into the LAKIDS database. As each participant is saved to the database, their inclusion in the case is reflected by an entry of the participant name, role and current search status in the header group box. The participant demographic information is complemented by when the Relationships button is clicked and the Relationships Pop-Up is displayed.

When the Person Search button is clicked, LAKIDS performs an internal search of the LAKIDS database for the person and a search in DSS Client. (The DSS Client search will occur if the “DSS Client” search option is selected on the Person Search screen.) Clicking the Provider Search button will display the Provider Search screen. The status of the search is displayed in the header next to each person.

The Person and Provider search functions will retrieve clients and providers that match the search criteria, and make data associated with each of these potential matches available to the Intake Worker for review and consideration. The Intake Worker will review the search results and may select a match. Selection of a match will populate the Associated Cases Pop-Up (discussed in Section 2.8) with a list of current or closed cases in which intake participants are or were formerly active members. All of the participants in the intake will be shown along with their associated cases, the case program area, and the current status.

To permit entry of a facility intake, the Facility Name field is enabled if Role is “Foster Home”, “Day Care Facility”, or “Restrictive Care Facility” and Intake Type is “Day Care Center”, “Restrictive Care”, or “Foster Home”. This combination means all fields except address and phone-related fields will be grayed out in the Demographics group box, as well as the Disabilities group box. Individual facility participants may be entered by selecting the appropriate role and intake type and entering the related demographic, phone number, and disability information.

To support the recording and processing of sensitive intake cases, an Intake Worker would select Restricted Intake = “Yes”. When a ‘restricted’ Intake is forwarded to the Intake Supervisor for review and acceptance, an automated message is sent in parallel to the Regional Administrator informing her that an intake has been identified as a potential ‘restricted’ case. Upon acceptance of the intake (and the ‘restricted’ indicator) by the Intake Supervisor, the “restricted” indicator is enabled and future access to the intake will be limited to OCS staff with specified security clearances.

2.1.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Header Group Box		
Intake Date	Date that the intake was received; view only	Retrieved from: Intake.dateTimeOfCall Saved to: N/A
Intake Time	Time that the intake was received; view only	Retrieved from: Intake.dateTimeOfCall Saved to: N/A
LAKIDS Number	LAKIDS unique number for the intake; view only	Retrieved From: Cases.Party_ID Saved To: N/A
Family/Case Name	The Family Name of the primary caregiver; selected by the Staff Member from the list of participants; view only	Retrieved from: Case.caseName Saved to: N/A
Participant:	The name of a participant in the case selected in the Family Name Group Box; view only	Retrieved from: IntakeParticipant.firstName IntakeParticipant. middleName IntakeParticipant.lastName Saved to: N/A

Field Label	Description	Database Mapping
Role:	The role of this participant in the case selected in the Family Name Group Box; view only. Examples of valid values include Victim, Caregiver/ Perpetrator, Day Care Facilities, and Foster Care Victim.	Retrieved from: Role.role Saved to: N/A
Search Status:	Lists the LAKIDS Intake Search status for each participant in the Intake; view only.	Retrieved from: N/A See Background Processing Saved to: N/A
Participant Group Box		
Intake Date	Date that the intake was received; system default; user-editable; required	Retrieved from: System clock Saved to: Intake.dateTimeOfCall
Intake Time	Time that the intake was received; system default; user-editable; required	Retrieved from: System clock Saved to: Intake.dateTimeOfCall
Restricted Intake?	Indicates if Intake requires limited access; user-selected radio button; defaults to "No"	Retrieved from: N/A Saved to: Intake.restricted?
Role	Participant's role in the Intake; user-selected drop-down; required. Examples of valid values include Victim, Caregiver/ Perpetrator, Day Care Facilities, and Foster Care Victim.	Retrieved from: Codes Table Saved to: Role.role

Field Label	Description	Database Mapping
Type	Type of intake; user-selected drop-down of list of intake types; required. Examples of valid values include Initial, Cooperative/Courtesy, and Protective Services Alert. This field is entered only once for an Intake.	Retrieved from: Codes Table Saved to: Intake.type
Facility Name	Name of Facility; user-entered text field; required if type of intake is facility	Retrieved from: Provider.providerName if provider is stored in Provider Table (i.e., retrieved via Provider Search) See Background Processing Saved to: Relationship.type
Use As Case Name	Identifies the case participant whose name will constitute the Intake case name. User-selected checkbox; default is unchecked	Retrieved from: N/A Saved to: N/A See Background Processing
Demographics Group Box		
Prefix	Participant's name prefix; user-entered text field	Retrieved from: N/A Saved to: IntakeParticipant.prefix
First Name	Participant's current first name; user-entered text field; required. If a name is not known, the Staff Member may enter "Unknown"	Retrieved from: N/A Saved to: IntakeParticipant.firstName
Middle	Participant's current middle name; user-entered text field	Retrieved from: N/A Saved to: IntakeParticipant. middleName

Field Label	Description	Database Mapping
Last	Participant's current last name; user-entered text field; required. If a name is not known, the Staff Member may enter "Unknown"	Retrieved from: N/A Saved to: IntakeParticipant.lastName
Suffix	Participant's name suffix; user-entered text field	Retrieved from: N/A Saved to: IntakeParticipant.suffix
AKA Type	User-selected drop-down box. Examples of valid values include maiden name, AKA name, and gang name	Retrieved from: Codes Table Saved to: Intake.type
AKA First	Participant's AKA first name; user-entered text box	Retrieved from: N/A Saved to: IntakeParticipant.firstName
AKA Last	Participant's AKA last name; user-entered text box	Retrieved from: N/A Saved to: IntakeParticipant.lastName
DOB	Participant's date of birth; user-entered date field. Value entered cannot be greater than current system date	Retrieved from: N/A Saved to: IntakeParticipant.dateOfBirth
Age	Participant's age or approximate age; required if DOB has not been entered; will be calculated by the system if the DOB is entered	Retrieved from: Calculated (See Background Processing) Saved to: IntakeParticipant.age
Gender	Participant's gender; user-selected drop-down	Retrieved from: N/A Saved to: IntakeParticipant.gender

Field Label	Description	Database Mapping
Hispanic Ethnicity	Participant's Hispanic Origin; user-selected radio button; AFCARS and NCANDS values are used	Retrieved from: N/A Saved to: IntakeParticipant. hispanicLatinoOrigin
C/O	"Care of" address line; user-entered text box used to record the name of the person that will receive information on behalf of the individual	Retrieved from: N/A Saved to: Address.c/o
Street (box 1)	The Street number of the address following the United States Postal Service standard address format; user-entered text box	Retrieved from: N/A Saved to: Address.street1
Street (box 2)	User-selected dropdown for the Pre-Directional indicator following the United States Postal Service standard address format	Retrieved from: Codes Table Saved to: Address.street2
Street (box 3)	User-entered street name following the United States Postal Service standard address format	Retrieved from: N/A Saved to: Address.street3
Street (box 4)	User-selected dropdown used to record the suffix of the street name (for example: Street, Lane, and Blvd.)	Retrieved from: Codes Table Saved to: Address.street4
Street (Box 5)	User-selected dropdown for the Post-Directional indicator following the United States Postal Service standard address format	Retrieved from: Codes Table Saved to: Address.street5
PO Box/Apt:	User-entered text field to record the Post Office Box number or the Apartment Number for the address	Retrieved from: N/A Saved to: Address.aptNumberPOBox

Field Label	Description	Database Mapping
City	User-selected dropdown for all Louisiana Cities; user-entered when not a city in Louisiana; required	Retrieved from: Codes Table Saved to: Address.city
State	User-selected list of the States in the United States; system defaults to LA; required	Retrieved from: Codes Table Saved to: Address.state
Zip Code	User-selected drop-down of zip-code (system-generated based on street address information); may be user-entered for international addresses; required	Retrieved from: Codes Table Saved to: Address.zipCode
Parish:	Louisiana parish name; defaults based on City and Zip Code values; user-selected if City and Zip Code values dictate that there is more than one possible parish choice; editable; required	Retrieved from: Codes Table Saved to: Address.parish
E-Mail	The participant's E-mail address; User-entered text field	Retrieved from: N/A Saved to: EmailAddress.E-mail
Race Group Box		
Race List Box	Available Participant's races; user-selected multi-select; AFCARS and NCANDS values are used	Retrieved from: Codes Table Saved to: N/A
Race Selected List Box	Selected Participant's race; user-selected multi-select; AFCARS and NCANDS values are used	Retrieved from: N/A Saved to: Race.Race_ID
Phone Number Grid		

Field Label	Description	Database Mapping
Phone Number Type	Type of phone number. Valid values include home, work, cell, fax, pager; user-entered text box; editable	Retrieved from: Codes Table Saved to: Phone.phoneType
Number	Telephone number; user-entered numeric field	Retrieved from: N/A Saved to: Phone.phoneNumber
Ext	Phone extension; user-entered text box; editable	Retrieved from: N/A Saved to: Phone.extension
Physical Location	Actual physical location of the participant; user-entered text field	Retrieved from: N/A Saved to: IntakeParticipant. currentLocation
Living Arrangement at Time of Report	A selected description of the living arrangement of the participant at the time of the report; user-selected drop-down	Retrieved from: Codes Table Saved to: IntakeParticipant. livingArrangement
Employment/School	Place of Employment or School of participant; user-entered text field	Retrieved from: N/A Saved to: IntakeParticipant. employmentSchool
Directions	Directions to participant's location or home; user-entered text field	Retrieved from: N/A Saved to: IntakeParticipant.directions
Disabilities Group Box		

Field Label	Description	Database Mapping
Disabilities List Box	Display area for items selected in the multi-select drop-down	Retrieved from: Codes Table Saved to: N/A
Disabilities Selected List Box	Participant's known disabilities display area; Values selected by user from multi-select drop-down. User selects/deselects desired values using the Add and Remove buttons	Retrieved from: N/A Saved to: Disabilities.Disabilities_ID
Comments	Comment area for free form text; user-entered text field	Retrieved from: N/A Saved to: IntakeParticipant.comments

Button/Right Mouse Click Functionality	Processing
Insert (Participant Group Box)	Clears the data entry fields for a new entry
Copy (Participant Group Box)	Copies an existing row into a new row and positions the cursor in the first field of the new row to permit changes to fields in that row
Delete (Participant Group Box)	Deletes the current row. Invokes IntakeParticipant.delete() method
Insert (Phone Group Box)	Clears the data entry fields for a new entry
Delete (Phone Group Box)	Deletes the current row Invokes Phone.delete() method
Person Search	Displays the Person Search screen (see the *Search* topic paper)
Facility Search	Displays the Provider Search screen (see the *Search* topic paper)
Relationships	Displays the Relationship pop-up screen
Add	Adds the selected value(s) to the box
Remove	Removes the selected value(s) from the box

2.1.3 Background Processing

Screen Initiation

1. Navigation to this screen from 'Create' menu returns an empty tab set in 'Insert' mode.
2. Navigation to this screen from the user's Desktop displays case participants and related case data associated with the case name highlighted in the header.
3. The Case Name list will be driven by the LAKIDS User ID. Upon login, the Family/Case Name list box defaults to the intakes assigned to that LAKIDS User.
4. The Participant and Role fields are filtered by the selected Case Name list.
5. When creating a new Intake, the "Date" and "Time" fields will default to the current system date and time that the Participant tab was accessed. The "Date" and "Time" fields are editable until the Intake has been accepted by an Intake Supervisor on the Intake Decision tab. This feature will allow accurate capture of date and time for an intake that occurs as an after hours emergency or for other circumstances.

Field Level Validations

1. Intake Date cannot be greater than the current date. Error: "Intake date cannot be a future date."
2. DOB date is checked by LAKIDS for a calculated age greater than 100. An example of the processing would be as follows: Current Year – DOB Year entered =/> 100 then an error message to check the birth year would display. Error: "Date of birth results in calculated age > 100."
3. For new records, the E-mail field is a user-entered alphanumeric field. The field is system derived for existing records on file. Upon save, the format of the field will be validated by LAKIDS. Error: 'E-mail addresses must be entered in the format of name@place.com.'

Other Processing

1. Highlighting a row in a Grid Box will allow data associated with the row to be edited. For example, choosing a participant from the header group box dynamically displays that selected participant's name, DOB, Gender, Race, Address, Phone number and E-mail information on the screen. The User will be able to edit any field on the screen with participant data.
2. To capture a participant's information, the user enters the known data in the fields. Clicking the Save icon or the Insert button in the header adds a new participant name in the Intake Participant list box in the header group box. The initial entry in the list box will contain the participant's name and a status of Not Searched.
3. To determine whether the person or facility is known to LAKIDS, the user conducts a Person Search or Provider Search. When the Person Search button is selected, LAKIDS defaults the DSS Client checkbox on the Person Search screen to checked (to ensure a concurrent search of DSS Client is completed).The status of the Search functions will be identified in the header of the Intake Participant box in the Search

Status field. This field will indicate the status of the search as: Search Ready, Found, Not Found, Searching or Not Searched depending on whether the person or facility already exists in LAKIDS or DSS Client.

a. When the Search Status = 'Search Ready', the 'Search Ready' entity represents a hyperlink to the Data Retrieval Screen with the Person/Provider Search results where one or more possible matches have been retrieved. This screen provides a checkbox that allows the Intake Worker to select a Client or Provider as a match to the Intake Participant or Facility used to initiate the search.
b. If the Intake Worker determines that a Person or Facility identified in the Person Search is a match, LAKIDS saves this information . (This information is not to overwrite existing data. Updates to the existing Person Management records for these participants would be deferred to Investigations.) When the checkbox is selected, the Search Status will be set to 'Found'.
c. Selection of a match will populate the Associated Cases Pop-Up with a list of current or closed cases in which intake participants are or were formerly active members.
d. When the Search Status = 'Not Found' this means a new Intake Participant or Facility record was created within the Intake Participants tables because no existing LAKIDS record was identified and therefore, this entity was not known to LAKIDS. Any subsequent changes made on the Intake Participant screen are included on the corresponding newly created record.

4. To delete a person from a report that is not yet approved, authorized users may access and highlight the person's name in the header group box and select the Delete button.
5. Once the 'Use as Case Name' field has been selected for a case participant, it will be disabled for all subsequent case participants added.
6. Multiple roles can be associated with a single participant (e.g., Perpetrator and Primary Caregiver). Accordingly, the Role.role value will be derived for the case participant via the Relationship.Relationship_ID for the person/case and the Role.Role_ID for the role selected.
7. When Role = "Foster Home", "Day Care Facility", or "Restrictive Care Facility" and Intake Type = "Day Care Center", "Restrictive Care", or "Foster Home", the intake is related to a Facility. As a result, the Facility Name field is enabled, and all fields except address and phone-related fields, and the Disabilities Group Box will be disabled.
8. Where a Facility/Provider is identified via a Provider Search, LAKIDS will save the link between the provider and the intake via a Relationship Category = Provider to Case, and Relationship.type = Alleged Provider with a Relationship.PartyTo_ID = Intake_ID, and the Relationship.PartyFrom_ID = Provider_ID
9. Age is system derived if a Date of Birth is provided and no value is entered in the Age field.
10. Completion of the "AKA Type" field will result in the creation of new Relationship record where Category = AKA and Type = (value selected in "AKA Type" drop-down).
11. Completion of the "AKA First" and "AKA Last" name fields will result in the creation of new Intake Participant with a Type of Relationship = AKA.

12. Upon clicking the “Delete” button, a text message box will appear asking the user “Are you sure?”.

2.1.4 Save Processing

1. Saving a piece of work in LAKIDS is accomplished using the Save option in the File menu on the Menu Bar, by selecting the Save icon on the Toolbar (refer to the Desktop design for an explanation of the Menu Bar and Toolbar and their functions), or by navigating to another tab, folder, or screen. Any of these actions will perform all required save validation processing. If any required information is missing or incorrect since the previous save of the same piece of work, an appropriate error message will be displayed prompting the user to enter or correct the necessary information. If save validation processing is successful, all information pertaining to the current piece of work that has been newly entered or changed since the last save of the same piece of work will be written to the database.
2. Whenever an update has been made and it has not been saved, the following pop-up message appears if either the “Cancel” option in the “File” menu on the Menu Bar or the “Cancel” icon on the Toolbar (refer to the *Desktop* design for an explanation of the Menu Bar and Toolbar and their functions) is clicked upon: “Do you wish to save the changes you made?”.
   a. If the LAKIDS user answers affirmatively, the updates previously performed are saved to the appropriate database table.
   b. If the LAKIDS user does not answer affirmatively, the pop-up message closes and then, the screen or pop-up screen closes without saving the previously performed updates.
3. Upon Save, LAKIDS will create a new case in the Cases table where Cases.program = ‘Intake’, Cases.status = ‘Active’, and Cases.caseName = Cases.caseName_ID = IntakeParticipant.Party_ID where ’Use As Case Name’ = Yes. Error: “Use as Case Name field must be selected for one case participant.”
4. A ‘Type’ must be specified for each intake. Upon save, LAKIDS will ensure a valid Type value has been selected. Error: ‘A valid Intake Type must be entered for this intake.’
5. The following required fields must be populated or searches completed before an Intake can be forwarded to an Intake Supervisor for review and acceptance.
   a. A Person Search must be completed. LAKIDS will prompt the user to perform the necessary search(es). Error: ‘A Person Search must be completed for this intake.’
      i. In addition, a Provider Search is required if the Facility Name is identified as “Use as Case Name”. LAKIDS will prompt the user to perform the necessary search. Error: ‘A Provider Search must be completed for this intake.’
   b. The ‘Intake Date’ field is a required field. Upon save, LAKIDS will ensure a valid date has been selected. Error: ‘A valid Intake Date must be entered for this intake.’

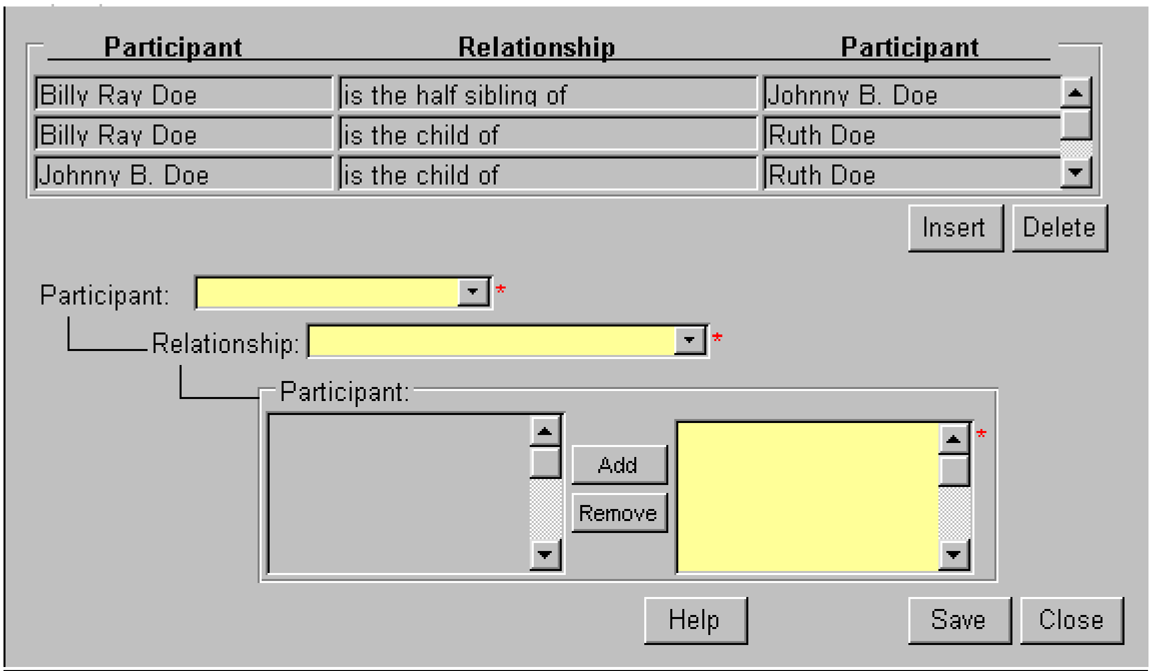
c. The ‘Intake Time’ field is a required field. Upon save, LAKIDS will ensure a valid time has been selected. Error: ‘A valid Intake Time must be entered for this intake in the format of HH:MMam.’
d. The ‘Participant Role’ field is a required field. Upon save, LAKIDS will ensure a value has been selected. Error: ‘A Participant Role must be entered for this intake’
e. A Facility Name and Type are required if Role = “Foster Home”, “Day Care Facility”, or “Restrictive Care Facility” and Intake Type = “Day Care Center”, “Restrictive Care”, or “Foster Home”. Upon save, LAKIDS will ensure a facility name and type have been entered. Error: ‘A facility name and type must be entered for this Intake.’
f. For all other combinations of Role and Type, the following fields are required”
    i. The ‘First Name’ and ‘Last Name’ fields are required fields. Upon save, LAKIDS will ensure a value has been selected. Error: ‘An Intake Participant name must be entered for this intake’
    ii. The ‘City’ field is a required, user-selected drop-down box (in-state) or user-entered text box (out-of-state). Upon save, LAKIDS will validate the field entry. Error: ‘A city for the address must be entered for the Intake Participant’
    iii. The ‘State’ field is a required, user-selected drop-down box which defaults to LA. Upon save, LAKIDS will validate the field entry. Error: ‘A state for the address must be entered for the Intake Participant’
    iv. The ‘Parish’ field is a required field when State = ‘LA’. Upon save, LAKIDS will validate that the field has been populated. Error: ‘A Parish must be selected for Louisiana addresses’

6. Save processing invokes the following methods:
    a. IntakeParticipant.save()
    b. Intake.saveIntakeParticipant()
    c. Case.saveIntakeParticipant()
    d. Role.saveIntakeParticipant ()
    e. Disabilities.save()
    f. Race.save()
    g. Phone.save()
    h. EmailAddress.save()
    i. Assignment.save()
7. Upon Intake Acceptance, where Restricted Intake? = “Yes”, access to the intake will be limited by a user’s security rights. Person and case searches by personnel not granted access to ‘restricted’ cases would not result in the related person or case being included in the search results.

2.1.5 Security

A LAKIDS User can create, read, update or delete information on the Intake - Participant screen based on the user’s security rights within LAKIDS. The Intake - Participant screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.2 Intake – Relationships Pop-Up



2.2.1 Screen Overview

Selecting the Relationships button on the Participant tab accesses the Relationship pop-up screen. The Relationship pop-up screen is composed of an inset grid to permit the user to establish and view relationships among participants. The user will be able to establish relationships among participants by using the selection of drop-down list values. Multiple relationships can be established for each participant, as needed. For example, if the first participant is a child who has several siblings, all the sibling relationships can be established at one time. Each relationship will be displayed as a single relationship row on the inset grid for future reference. All of the participants will be available for selection for the participant drop-down. The relationship drop-down list values are a standard set of values used to indicate the relationship existing between the selected participants.

2.2.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Inset Grid		
Participant	Participant in the case; system-generated; view only	Retrieved From: IntakeParticipant.firstName, IntakeParticipant.middleName, IntakeParticipant.lastName (See Background Processing) Saved To: N/A
Relationship	The relationship between the two participants; system-generated. Examples of valid values include Mother, Father, Baby Sitter, Adoptive Parent, and Sibling. System-generated; view only	Retrieved From: Relationship.type Saved To: N/A
Participant	Participant in the case; system-generated; view only	Retrieved From: IntakeParticipant.firstName, IntakeParticipant.middleName, IntakeParticipant.lastName (See Background Processing) Saved To: N/A
Participant/Relationship Information		
Participant	Participant in the case; user-selected drop-down; required	Retrieved From: IntakeParticipant.firstName, IntakeParticipant.middleName, IntakeParticipant.lastName Saved To: Relationship.PartyFrom_ID

Field Label	Description	Database Mapping
Relationship	The relationship between the participants; user-selected drop-down; required. Examples of valid values include Mother, Father, Baby Sitter, Adoptive Parent, and Sibling	Retrieved From: Codes Table Saved To: Relationship.type
Participant List Box	List of participants associated with the case; user-selected list	Retrieved From: IntakeParticipant.firstName, IntakeParticipant.middleName, IntakeParticipant.lastName Saved To: N/A
Participant Selected List Box	List of selected participants for the identified relationships; required. For example, the first participant could have a relationship of Mother to more than one selected participant. An individual history line will be created for each participant selected	Retrieved From: N/A Saved To: Relationship.PartyTo_ID

Button/Right Mouse Click Functionality	Processing
Insert	Allows the user to enter a new relationship between participants; inserts a blank row at the top of the grid and clears the data entry fields
Delete	Deletes the selected relationship between the two participants Invokes Relationship.delete() method
Add	Adds the participants selected in the left box to the right one, indicating that the relationship shall be established for these participants
Remove	Removes the participants selected in the right box, indicating that the relationship shall not be established for the participants that are removed
Help	Standard Help processing
Save	Initiates Save processing
Close	Standard Close processing

2.2.3 Background Processing

Screen Initiation

1. Navigation to this pop-up from the Investigation Participant tab displays relationship information associated with the case participants for the selected case on the Participant tab.
2. The relationship field in the Inset Grid will be populated with Relationship.type where Relationship.category = 'Family'.

Field Level Validations

None

Other Processing

1. When the LAKIDS User accesses the Relationships pop-up screen, LAKIDS will retrieve the names previously entered into the Intake Participants' table for use in populating the participant drop-down list.
2. Any users assigned to the intake are allowed to enter or update relationships for any participant in the case.
3. Users must first enter a person as a participant on the Participants tab before the person's name will be available for selection in the participants drop-down list.
4. Relationship data is stored for both active and inactive case participants. Updating the participant's status in a case does not erase relationship information.
5. When multiple participants are selected on one side of a relationship, a relationship is established for each participant in each direction (as described in the Screen Overview above).
6. Highlighting a row in either Grid Box will result in that row's information being available to the User in the Edit mode.
7. Upon clicking the "Delete" button, a text message box will appear asking the user "Are you sure?".

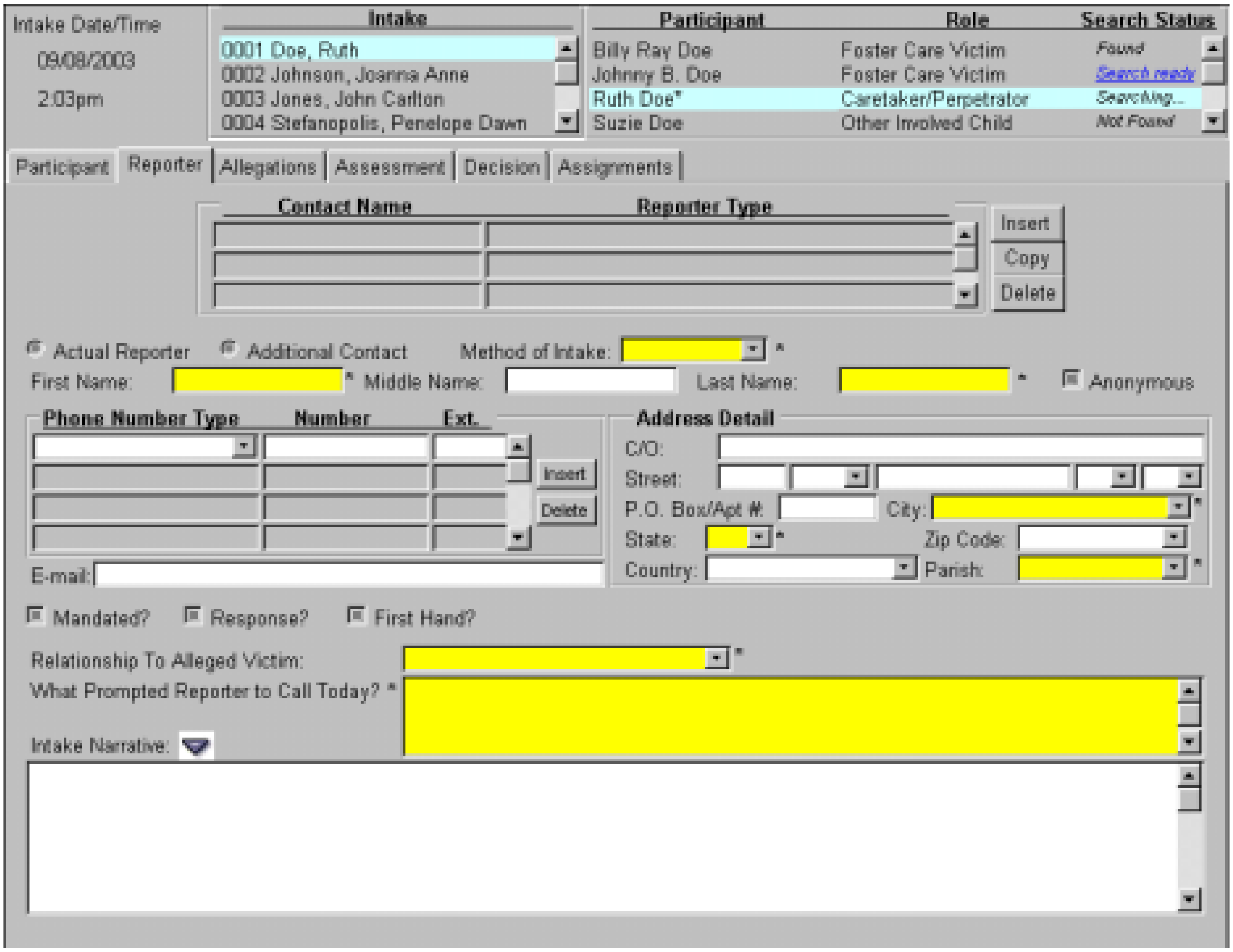
2.2.4 Save Processing

1. The 'Participant' field is a required field for both sides of the relationship. Upon save, LAKIDS will ensure Intake Participants have been selected for both sides of a relationship. Error: 'Intake Participants must be entered for this relationship.'
2. Upon save, LAKIDS will ensure a relationship has been selected. Error: 'Relationship must be entered for this intake.'
3. Save processing invokes the Relationship.save() method.

2.2.5 Security

A LAKIDS User can create, read, update or delete information on the Intake - Relationships pop-up screen based on the user's security rights within LAKIDS. The Intake - Relationships pop-up screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.3 Intake – Reporter Tab



2.3.1 Screen Overview

The Intake Reporter screen is used to record information about the person making the Intake Report and the nature of the intake. The Intake Worker must select the Actual Reporter radio button to designate that status as the first entry in this screen. The selection of Actual Reporter identifies the individual as the person who made initial contact with OCS. Additional entries may be identified as additional contacts of which the reporter has knowledge. The only instance of identifying more than one Actual Reporter would be if two or more people were making the initial report to OCS, such as a couple sending in a letter.

The user enters the Reporter's name and contact information (phone, address) to facilitate further communication regarding the report. The LAKIDS User then records the means by which the intake information was given (e.g., phone call, letter, or fax).

The user selects Additional Contacts to identify the entry as a source of additional information that may corroborate or add to the information provided by the Reporter. The Anonymous checkbox is selected when the reporter wants to remain anonymous or refuses to give a name. If the Additional Contact radio button is selected, then the Anonymous selection will not be allowed. An inset grid is provided to allow entry of more than one additional contact to be given by the Actual Reporter. During the intake process, Reporters are asked if the report they are making is made with first hand knowledge. This information is captured by the selection of the “First Hand?” checkbox. When additional contacts are made, the first hand knowledge question is captured for each contacted person.

The Intake Staff Member records if this report is a mandated report from a doctor, teacher or other professional who, by virtue of position, is mandated by law to report suspected child abuse or neglect. Additionally, some reporters require a response on the status of the intake. In required or requested response Intakes, the Intake Staff Member selects the “Required?” radio button to document that a response to the Reporter regarding intake status and outcome is either required or requested.

Narrative fields allow the user to document the reporter’s description of the circumstances that prompted the call to the agency.

2.3.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Main Reporter History Grid Box		
Contact Name	Name of the Contact; either the Reporter or a contact identified by actual Reporter; view only	Retrieved from: IntakeParticipant.firstName, IntakeParticipant.middleName, IntakeParticipant.lastName Saved to: N/A

Field Label	Description	Database Mapping
Relationship to Alleged Victim	Relationship of the Contact to the alleged victim; view only	Retrieved from: Intake.reporterType Saved to: N/A
Reporter Information		
Actual Reporter	Identifies the person as the actual reporter; user-selected radio button; set as default	Retrieved from: N/A Saved to: IntakeParticipant.type Where Type = Reporter
Additional Contact	Identifies the person as an additional contact to the intake/investigation; user-selected radio button	Retrieved from: N/A Saved to: IntakeParticipant.type Where Type = Additional Contact
Method of Intake	Method of Intake was received (phone call, walk-in); user-selected drop-down; required	Retrieved from: N/A Saved to: Intake.methodOfIntake
First Name	Reporter's first name; user-entered text field; required. If this field is not completed, the user will receive a message to enter name or select Anonymous; grayed out if Anonymous checkbox is checked	Retrieved from: N/A Saved to: IntakeParticipant.firstName
Middle Name	Reporter's middle name; user-entered text field; grayed out if Anonymous checkbox is checked	Retrieved from: N/A Saved to: IntakeParticipant.middleName

Field Label	Description	Database Mapping
Last Name	Reporter's last name; user-entered text field; required. If this field is not completed, the user will receive a message to enter name or select Anonymous; grayed out if Anonymous checkbox is checked	Retrieved from: N/A Saved to: IntakeParticipant.lastName
Anonymous	Identifies the reporter as anonymous; Only the actual reporter can be anonymous; User-selected checkbox; default value is not checked	Retrieved from: N/A Saved to: Intake.anonymous
Phone Number Grid		
Phone Number Type	Type of phone number Valid values include, home, work, cell, fax, pager; user-entered text box; editable	Retrieved from: Codes Table Saved to: Phone.phoneType
Number	Telephone number; user-entered numeric field	Retrieved from: N/A Saved to: Phone.phoneNumber
Ext	Phone extension: user-entered text box; editable	Retrieved from: N/A Saved to: Phone.extension
E-Mail	The reporter's E-mail address; User-entered text field	Retrieved from: N/A Saved to: EmailAddress.E-mail
Address Detail Group Box		
C/O	"Care of" address line; user-entered text box used to record the name of the person that will receive information on behalf of the individual	Retrieved from: N/A Saved to: Address.c/o

Field Label	Description	Database Mapping
Street (box 1)	The Street number of the address following the United States Postal Service standard address format; user-entered text box	Retrieved from: N/A Saved to: Address.street1
Street (box 2)	User-selected dropdown for the pre-directional indicator following the United States Postal Service standard address format	Retrieved from: Codes Table Saved to: Address.street2
Street (box 3)	User-entered street name following the United States Postal Service standard address format	Retrieved from: N/A Saved to: Address.street3
Street (box 4)	User-selected dropdown used to record the suffix of the street name (for example: Street, Lane, and Blvd.)	Retrieved from: Codes Table Saved to: Address.street4
Street (Box 5)	User-selected dropdown for the post-directional indicator following the United States Postal Service standard address format	Retrieved from: Codes Table Saved to: Address.street5
PO Box/Apt:	User-entered text field to record the Post Office Box number or the apartment number for the address	Retrieved from: N/A Saved to: Address.aptNumberPOBox
City	User-selected dropdown for all Louisiana cities; user-entered when not a city in Louisiana; required	Retrieved from: Codes Table Saved to: Address.city
State	User-selected list of the States in the United States; system defaults to LA; required	Retrieved from: Codes Table Saved to: Address.state

Field Label	Description	Database Mapping
Zip Code	User-selected zip-code+4 (system-generated based on street address information); may be user-entered for international addresses; required	Retrieved from: Codes Table Saved to: Address.zipCode
Country	User-selected dropdown of available Countries; system defaults to United States; user-entered when Country not available from the values available in the dropdown	Retrieved from: Codes Table Saved to: Address.country
Parish	Parish of the given LA address; list of all LA parishes; user-selected drop-down; required	Retrieved from: Codes Table Saved to: Address.parish
Intake Characteristics		
Mandated?	Mandated Reporter; captured if the reporter is mandated by law to report suspected child abuse or neglect; user-selected checkbox	Retrieved from: N/A Saved to: Intake.mandated?
Response?	Indicates if response to the reporter is requested/required; default to checked; user-selected checkbox	Retrieved from: N/A Saved to: Intake.response?
First Hand?	Reporter's knowledge of the suspected child abuse or neglect is first hand; user-selected checkbox	Retrieved from: N/A Saved to: Intake.firsthand?
Relationship to Alleged Victim	Relationship of reporter to alleged victim; user-selected drop-down; required. Examples of valid values include Mother, Father, Law Enforcement, Baby Sitter, Adoptive Parent, and Teacher	Retrieved from: Codes Tables Saved to: Intake.reporterType

Field Label	Description	Database Mapping
What prompted Reporter to Call Today?	Answer to the question; user-entered text field; required	Retrieved from: N/A Saved to: Intake.whyReporterCalled
Intake Narrative	Comment area for Free form text; user-entered text field	Retrieved from: N/A Saved to: Intake.intakeNarrative

Button/Right Mouse Click Functionality	Processing
Insert	Clears the data entry fields for a new entry
Delete (Phone Group Box)	Deletes the current row Invokes the Phone.delete() method
Delete (Contact Group Box)	Deletes the current row Invokes the Contact.delete() method
Copy	Copies an existing row into a new row and positions the cursor in the first field of the new row to permit changes to fields in that row. Includes populating identical data in Address Detail Group Box

2.3.3 Background Processing

Screen Initiation

1. Navigation to this pop-up from the other Intake tabs will result in Header Group Box displaying Intakes assigned to the User. In addition, intake participants and associated information will be listed for the intake highlighted.
2. The Main Reporter History Grid Box will display contacts (IntakeParticipant.type = Actual Reporter or Additional Contacts) and contact relationship data for the case highlighted in the Header Group Box.
3. ‘Response?’ checkbox defaults to checked.
4. ‘Actual Reporter’ radio button will be selected as default.
5. In the Address Detail Group Box, State defaults to ‘LA’, Country defaults to ‘United States’.
6. Intake Date/Time will be populated based on values input on the Intake Participant tab.

Field Level Validation

None

Other Processing

1. Highlighting a row in the Main Reporter History Grid Box will result in the fields below the Grid Box being populated with the associated data in the Edit mode. Changes to these fields can be made at that time and saved via Save processing (discussed below).
2. Either the Actual Reporter radio button or the Additional Contact radio button can be selected; not both.
3. Only the Actual Reporter can have the selection of Anonymous. Selection of the 'Additional Contacts' radio button will disable the 'Anonymous' checkbox.
4. Highlighting a row in either Grid Box will result in that row's information being available to the User in the Edit mode.
5. The values in the Zip Code drop-down box fill with those applicable to the value selected in the City and State fields when the State is equal to LA.
6. The Parish drop-down box defaults to the parish associated with the value selected in the City and Zip Code fields. If more than one parish choice is available for the selected City and Zip Code values, the LAKIDS User will select the appropriate parish from the displayed choices.
7. Upon clicking the "Delete" button, a text message box will appear asking the user "Are you sure?".

2.3.4 Save Processing

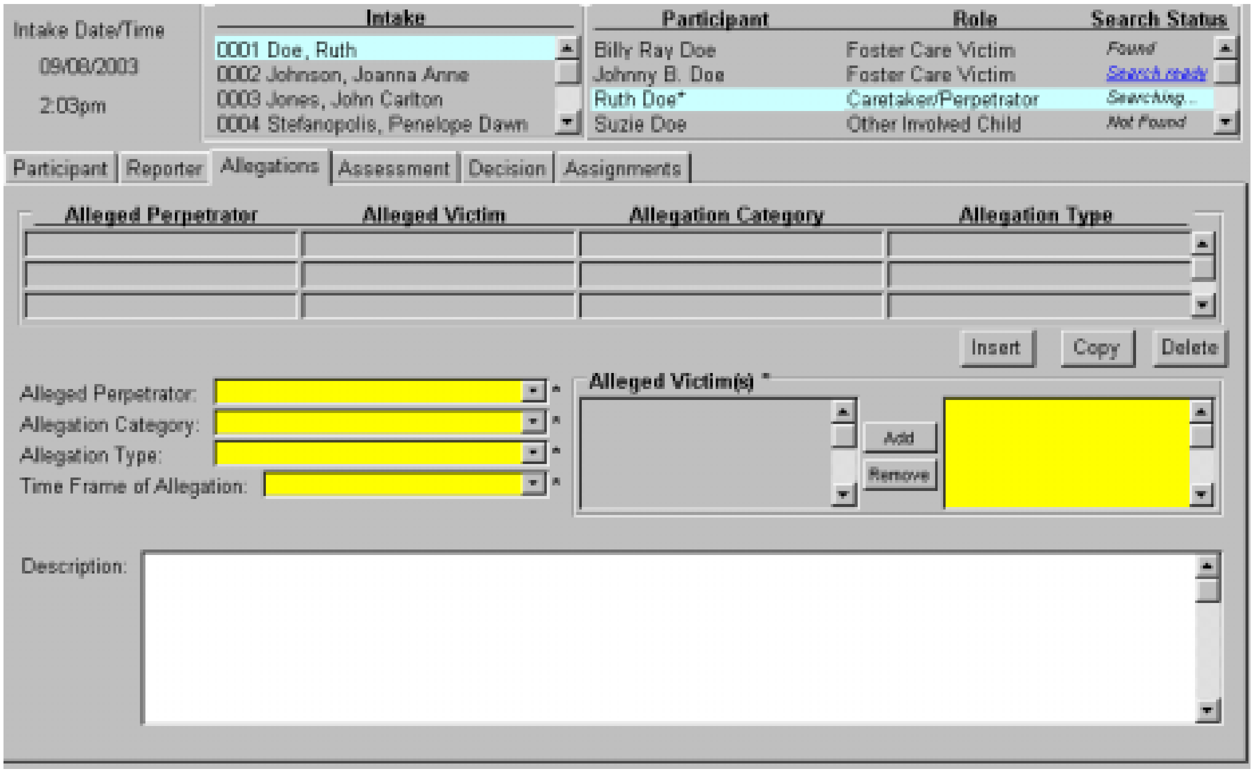
1. Prior to Intake Acceptance, the First and Last Name fields must both be populated for the Actual Reporter, or the Anonymous Checkbox must be selected. Error: 'Actual Reporter Name must be provided or Anonymous checkbox selected.'
2. The 'Method of Intake' field is a required field. Prior to Intake Acceptance, LAKIDS will ensure that a valid value has been selected. Error: 'Method of Intake must be entered for this intake.'
3. The 'City' field is a required, user-selected drop-down box (in-state) or user-entered text box (out-of-state). Upon save, LAKIDS will validate the field entry. Error: 'A city for the address must be entered for the Intake Reporter'
4. The 'State' field is a required, user-selected drop-down box which defaults to LA. Upon save, LAKIDS will validate the field entry. Error: 'A state for the address must be entered for the Intake Reporter'
5. The 'Zip Code' field is a required field. Upon save, LAKIDS will validate that the field has been populated. Error: 'A valid zip code must be entered'
6. The 'Parish' field is a required field when State = 'LA'. Upon save, LAKIDS will validate that the field has been populated. Error: 'A Parish must be selected for Louisiana addresses'

7. Upon save, LAKIDS will confirm that a Relationship to Alleged Victim has been selected for the Intake Reporter. Error: 'A value for Relationship to Alleged Victim must be selected.'
8. Upon save, LAKIDS will confirm that text has been entered in the field entitled 'What Prompted Reporter to Call Today?'. Error: 'A response must be provided to 'What Prompted Reporter to Call Today?''
9. Save processing invokes the following methods:
   a. EmailAddress.save()
   b. Phone.save()
   c. Intake.saveIntakeReporter()
   d. IntakeParticipant.saveIntakeReporter()
10. Prior to Intake acceptance, the following method(s) will be invoked:
   a. Address.saveAcceptance()

2.3.5 Security

A LAKIDS User can create, read, update or delete information on the Intake - Reporter screen based on the user's security rights within LAKIDS. The Intake – Reporter screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.4 Intake – Allegations Tab



2.4.1 Screen Overview

The Intake Allegation screen captures detail about the incident(s) of abuse or neglect, and the alleged perpetrator and alleged victim associated with each incident.

For each report, LAKIDS requires at least one instance of abuse or neglect, composed of an alleged perpetrator, or alleged victim, and the type of abuse or neglect. The Intake Allegation screen is where the Intake Staff Member captures the allegations presented by the reporter. Information on intake victims and perpetrators is populated by LAKIDS using previously information entered on the Intake - Participant and Intake – Reporter tabs.

To document an allegation, the Intake Staff Member would make a single selection from the alleged victim multi-select box and select the associated allegation category and type.

An alleged perpetrator may have more than one alleged victim. In this situation, the Intake Staff Member would select the alleged perpetrator, an allegation category and type, and then select the multiple alleged victims that have the same allegation category and type.

The screen additionally allows the user to add narrative detail about an allegation. When the user saves the new data, the perpetrator-victim-allegation information is saved to LAKIDS database and an entry is added to the inset grid. For cases when there is more than one alleged victim for the same alleged perpetrator, allegation category and type, LAKIDS will display a single row per combination in the inset grid.

2.4.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Main Allegation History Grid		
Alleged Perpetrator	Name of alleged perpetrator(s) for this intake. View only	Retrieved from: Allegation.allegedPerpetrator Saved to: N/A
Alleged Victim	Name of alleged victim(s) for this intake; view only	Retrieved from: Allegation.allegedVictim Saved to: N/A
Allegation Category	The allegation category associated with the alleged victim and alleged perpetrator. View only. Examples of valid values include physical abuse, sexual abuse, neglect, and out of home care allegations.	Retrieved from: Allegation.allegationCategory Saved to: N/A

Field Label	Description	Database Mapping
Allegation Type	The allegation type associated with the alleged victim and alleged perpetrator. View only. Examples of valid values include medical neglect, drug/alcohol abuse, bruises, wounds, and passive abuse.	Retrieved from: Allegation.allegationType Saved to: N/A
Allegation Intake		
Alleged Perpetrator	Name of the alleged perpetrator; populated from the participant table with participants; required	Retrieved from: IntakeParticipant.firstName IntakeParticipant.middleName IntakeParticipant.lastName where Role = "Perpetrator" Saved to: Allegation.allegedPerpetrator
Allegation Category	The category of allegation associated with the selected alleged victim and selected alleged perpetrator; user-selected drop-down; required. Examples of valid values include physical abuse, sexual abuse, neglect, and out of home care allegations.	Retrieved from: Codes Table Saved to: Allegation.allegationCategory
Allegation Type	The specific type of allegation associated with the selected alleged victim and selected alleged perpetrator; user-selected drop-down; values are dependent upon which allegation category is selected; required. Examples of valid values include medical neglect, drug/alcohol abuse, bruises, wounds, and passive abuse.	Retrieved from: Codes Table Saved to: Allegation.allegationType

Field Label	Description	Database Mapping
Time Frame of Allegation	The specific time frame associated with the specific allegation; required. Examples of valid values include current, less than 6 months, less than 12 months, and greater than 12 months.	Retrieved from: Codes Table Saved to: Allegation.timeFrameOfAllegation
Description	Narrative for a specific allegation type; user-entered text field	Retrieved from: N/A Saved to: Allegation.description
Alleged Victim Group Box		
Victim List Box	Name of the alleged victim(s); populated from the participant table, participants where role in the Intake is 'victim'; View only	Retrieved from: IntakeParticipant.firstName IntakeParticipant.middleName IntakeParticipant.lastName where Role = "Victim" See Background Processing Saved to: N/A
Victim Selected List Box	The victims that have been selected as related to the allegation; user-selected multi-select; required	Retrieved from: N/A Saved to: Allegation.allegedVictim

Button/Right Mouse Click Functionality	Processing
Insert	Clears the data entry fields for a new entry
Copy	Copies existing row into a new row and positions cursor in the first field for the new row to permit changes to fields in that row
Delete	Deletes the current row
Add	Adds the selected value(s)

Button/Right Mouse Click Functionality	Processing
Remove	Removes the selected value(s) from the box

2.4.3 Background Processing

Screen Initiation

1. Navigation to this pop-up from the other Intake tabs will result in Header Group Box displaying case names assigned to the User. In addition, case participants and associated information will be listed for the case highlighted.
2. The Main Allegation History Grid Box will display perpetrators and victims for the case highlighted in the Header Group Box.
3. The Alleged Perpetrator drop-down list is populated from the list of participants entered for the intake with a role of “Perpetrator”.
4. Only participants whose role is one of the “victim” roles in the intake are populated to the Alleged Victim multi-select value list.

Field Level Validation

None

Other Processing

1. Highlighting a row in the Main Allegation History Grid Box will result in the fields below the Grid Box being populated with the associated data in the Edit mode. Changes to these fields can be made at that time and saved via save processing (discussed below).
2. The Allegation Type drop-down values will be filtered based upon the value of Allegation Category selected. (This field will not be enabled until a value has been selected for Allegation Category.)
3. When more than one alleged victim is selected for a specific allegation category and allegation type, LAKIDS will generate a unique row for each combination of Alleged Perpetrator/Alleged Victim/Allegation Category/Allegation Type in the Main Allegation History Grid.
4. Selection of a case participant as an Alleged Perpetrator or Alleged Victim will result in the IntakeParticipant.Party_ID being saved to Allegation.allegedPerpetrator and Allegation.allegedVictim, respectively.
5. Upon clicking the “Delete” button, a text message box will appear asking the user “Are you sure?”.

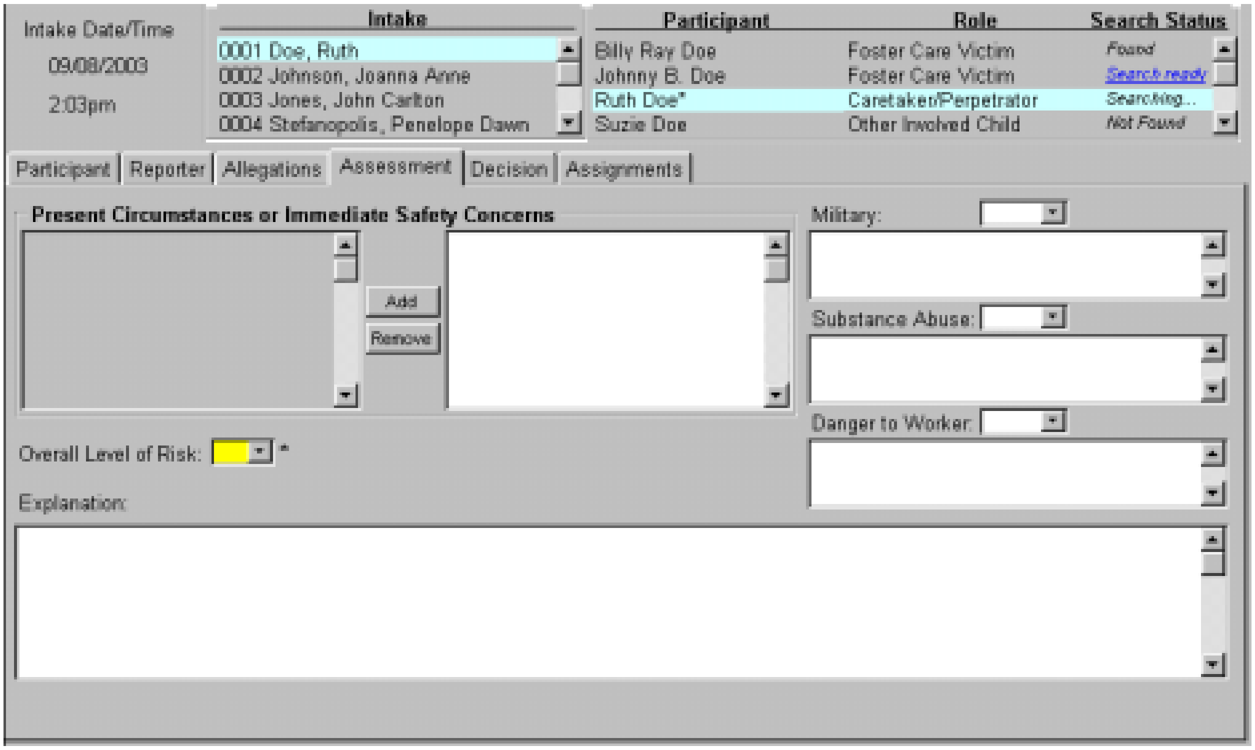
2.4.4 Save Processing

1. Save processing invokes the following edits:
   a. An ‘Alleged Perpetrator’ must be selected from the list of Intake Participants. Error: ‘Alleged Perpetrator must be identified.’
   b. An ‘Allegation Category’ must be selected. Error: ‘Allegation Category must be identified.’
   c. A ‘Type’ of allegation must be identified. Error: ‘Type of allegation must be identified.’
   d. The ‘Timeframe of Allegation’ must be selected. Error: ‘Timeframe of Allegation must be selected.’
   e. One or more ‘Victim(s)‘ must be selected. Error: ‘A victim(s) must be identified.’
2. Save processing invokes the Allegation.save() method.

2.4.5 Security

A LAKIDS User can create, read, update or delete information on the Intake - Allegation screen based on the user’s security rights within LAKIDS. The Intake - Allegation screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.5 Intake – Assessment Tab



2.5.1 Screen Overview

The Intake Assessment screen records an initial intake risk assessment. A drop-down list of circumstances and safety concerns provides a standardized assessment, and several text fields permit entry of narrative explanations of risk circumstances.

The Intake Worker enters the information gathered from the Reporter, any additional contacts and may also include known history of the family. Laws require that Intakes involving active-duty Military personnel be identified. When substance abuse is known within the family (including the children), the substance abuse checkbox is marked and the Intake Worker will enter the type of substance abuse, if known. When a family or participant has a known history of violence, the Danger to Worker field is selected. Any information detailing the nature of the violence or potential danger to the Staff Member(s) is documented in the associated text box.

Based on the nature of the circumstances and immediate safety concerns, and with consideration of other contributing factors as recorded on this tab, the Intake Worker will identify a Level of Risk for the child(ren). LAKIDS will ensure that the value selected for ‘Overall Level of Risk’ is consistent with prescribed guidelines. Table 2.5-1 provides a matrix of acceptable values based on the Allegation Types recorded on the Intake – Allegation tab. If an Intake Worker selects a Level of Risk that is not allowed in Table

2.5-1, an error message will be generated. For example, if a Worker selects a Level of Risk = “Low” and has previously identified an Allegation Type = “Bone Fracture”, LAKIDS would generate an error message since only a Level of Risk = “High” would be allowable.

2.5.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Present Circumstances or Immediate Safety Concerns Group Box		
Present Circumstances or Immediate Safety Concerns	Display area for items selected in the multi-select drop-down. Examples of valid values include: Child under age of 6 years; Child's Psychiatric/ emotional problems; Child presently alone; and Caregiver's History/current substance abuse	Retrieved from: Codes Table Saved to: N/A
Present Circumstances or Immediate Safety Concerns Selected	Values selected by user from multi-select drop-down. User selects/deselects desired values using the Add and Remove buttons	Retrieved from: N/A Saved to: ImmediateSafetyConcerns.type
Military	Indicator of whether there is active military involvement on the part of the Intake Report participants; user-selected drop-down.	Retrieved from: Codes Table Saved to: IntakeAssessment.military?
Military Comments	Explanation for military involvement; User-entered text box	Retrieved from: N/A Saved to: IntakeAssessment.militaryInfo

Field Label	Description	Database Mapping
Substance Abuse	Indicator of whether there is substance abuse on the part of the Intake Report participants; User-selected drop-down. Valid values include: Alcohol Abuse Parent; Drug Abuse Parent; Alcohol Abuse Child; and Drug Abuse Child	Retrieved from: Codes Table Saved to: IntakeAssessment. substanceAbuse?
Substance Abuse Comments	Explanation for substance abuse involvement; User-entered free form text box	Retrieved from: N/A Saved to: IntakeAssessment. substanceAbuseInfo
Danger to Worker	Indicator of whether there is any perceived danger to Staff Member; User-selected drop-down. Valid values include: Yes, No, and Unknown	Retrieved from: Codes Table Saved to: IntakeAssessment. dangerToWorker?
Danger to Worker Comments	Explanation of Danger to Worker; User-entered text box	Retrieved from: N/A Saved to: IntakeAssessment. dangerToWorkerInfo
Overall Level of Risk	Overall risk level assigned to the Intake; user-selected drop-down; required. Valid values include: Low, Medium, and High	Retrieved from: Codes Table Saved to: IntakeAssessment. overallLevelOfRisk
Explanation	Supporting logic for risk level assignment; user-entered text box	Retrieved from: N/A Saved to: IntakeAssessment. explanation

Button/Right Mouse Click Functionality	Processing
Add	Adds the selected value(s) to the box
Remove	Removes the selected value(s) from the box

2.5.3 Background Processing

Screen Initiation

1. Navigation to this tab-up from the other Intake tabs will result in Header Group Box displaying intakes assigned to the User. In addition, previously recorded assessment information will be listed for the case highlighted.

Field Level Validations

1. LAKIDS will ensure that the value selected for 'Overall Level of Risk' is consistent with prescribed guidelines. Table 2.5-1 provides a matrix of acceptable values based on the Allegation Types recorded on the Intake – Allegation tab. If an Intake Worker selects a Level of Risk that is not allowed in Table 2.5-1, an error message will be generated. Error: "Level of Risk is not consistent with current policy."

Other Processing

1. Highlighting a row in the Header Group Box will result in the fields below the Grid Box being populated with the associated data in the Edit mode. Changes to these fields can be made at that time and saved via Save processing (discussed below).

2.5.4 Save Processing

1. Prior to Intake Acceptance, the 'Overall Level of Risk ' field must be populated. Error: 'Overall Level of Risk field must be populated.'
2. Save processing invokes the ImmediateSafetyConcerns.save() method.
3. Intake acceptance invokes the IntakeAssessment.saveAcceptance() method.

2.5.5 Security

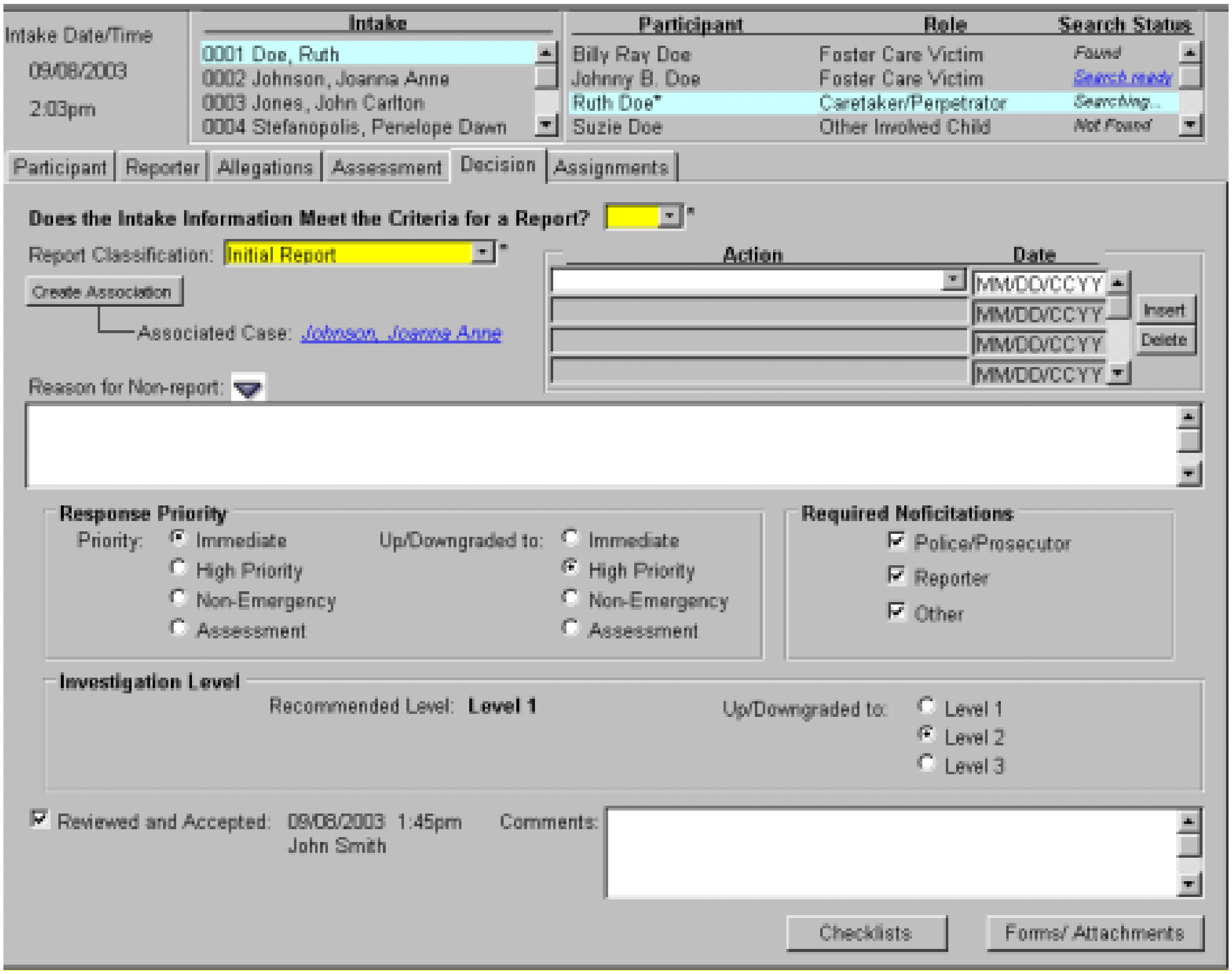
A LAKIDS User can create, read, update or delete information on the Intake - Assessment screen based on the user's security rights within LAKIDS. The Intake - Assessment screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

Table 2.5-1 Intake Level of Risk Validations

Allegations	High Risk Allegations	Medium Risk Allegations	Low Risk Allegations	Non-Report Allegations
Bone Fracture	X			
Central Nervous System Damage/Brain Damage/Skull Fracture	X			
Death with Surviving Child	X			
Internal Injuries	X			
Poisoning/Noxious Substance Ingestion	X			
Subdural Hematoma	X			
Suffocation	X			
Torture	X			
Whiplash – Shaken Baby Syndrome	X			
Wounds	X			
Oral Sex	X	X		
Digital/Object Penetration	X			
Prostitution	X			
Sexual Intercourse	X			
Abandonment – Infant to Pre-Teen	X			
Dependency – Infant to Pre-Teen	X			
Dru/Alcohol Abuse by Infant to Pre-School Child	X			
Failure to Thrive	X			
Inadequate Food – Child Infant to 6	X			
Burns	X	X		
Eye Injuries	X	X		
Tying/Confinement	X	X		
Lack of Supervision – Infant to Pre-Teen	X	X		
Malnutrition/Starvation	X			
Medical Neglect	X	X	X	X
Dislocation/Sprains		X		
Human Bites		X		
Genital Exposure		X		
Manipulation/Fondling		X		
Simulated Intercourse		X		
Abandonment of Teenager		X		X

Allegations	High Risk Allegations	Medium Risk Allegations	Low Risk Allegations	Non-Report Allegations
Drug/Alcohol Abuse by Pre-Teen		X		
Lack of Supervision – Out of Home Care		X		
Emotional Maltreatment		X	X	X
Minor Head/Facial Injuries		X	X	
Passive Abuse		X	X	
Unspecified Physical Abuse		X	X	
Inadequate Clothing		X	X	X
Dependency of Teenager		X	X	
Inadequate Food – Child Over 6 Years Old		X	X	
Inadequate Shelter		X	X	X
Other Sexual Enticement/Harassment			X	X
Unspecified Sexual Abuse			X	X
Death No Surviving Children				X
Sexual Activity				X
Venereal Disease				X
Dependency – Substance Abuse/Mental Health/Physical				X
Drug/Alcohol Abuse by a Teenager				X
Educational Neglect				X
Inadequate Food				X
Lack of Supervision – Teenager or Older				X
Denial of Civil Rights	X	X	X	X
Failure to Report Child Abuse/Neglect	X	X	X	X
Inappropriate Restraint	X	X	X	X
Other Out of Home Child Care Deficiencies	X	X	X	X
Use of Corporal Punishment	X	X	X	X
Violation of Licensing Requirements	X	X	X	X

2.6 Intake – Decision Tab



2.6.1 Screen Overview

The Intake Decision tab allows the user to record a decision that the intake information met the criteria for a report, to set a response priority, and to seek supervisory approval for these decisions. This screen additionally allows the user to document reasons why the intake did not meet report standards.

When selected, the Create Association button displays the Associated Cases pop-up screen. The Associated Cases pop-up screen will list all intake participants and a list of cases, program areas, and case statuses for each participant. The case list will have hyperlinks. Next to each case, there is a check box. These associated cases may include all program areas with a status of Open or Closed. If there were an associated open intake, open investigation, or open services case, the Intake Worker may:

a. Decide that the identified cases are not directly appropriate to this intake, and therefore, this intake requires a separate investigation. In this case, the Intake Worker will not create a link.

b. Determine that an open intake, open investigation, or open services case is applicable to this intake. As a result, the Intake Worker would create an association to the ongoing case by clicking on the Create Association button. This will open the Associated Cases pop-up screen. The user selects a case to associate the intake with, clicks Select to close the Associated Cases pop-up screen, and returns to the Decision tab. The selected intake, investigation, or services case name will be displayed on the Decision tab with a hyperlink. (The Intake Worker or the Intake Supervisor can select a different intake, investigation, or services case for association up until the intake is finally accepted.) The Create Association button becomes disabled after final acceptance (i.e., after the 'Reviewed and Accepted' checkbox has been enabled). Linking an intake to an existing intake, investigation, or services case may preclude the need for a new investigation case to be opened depending on the review and evaluation of the Supervisor. When the intake report is classified as 'Accepted', LAKIDS sends an automated message to the primary Staff Member for the associated intake, investigation, or services case.

The Intake Worker can record a Response Priority recommendation of Immediate, High Priority, Non-Emergency or Assessment. The Intake Worker is not required to select a Response Priority, however, this field must be populated by the Intake Worker or Supervisor before the Intake Supervisor can select the 'Reviewed and Accepted' checkbox to complete the intake process.

The Investigation Level is populated with the values of Level 1, Level 2, or Level 3 based on the Allegation Category and Type documented on the Intake – Allegations tab. The Investigation Level will initially be system-generated in accordance with Table 2.6-1, however, this field can be edited by the Intake Supervisor (via the associated Up/Downgraded field). Where multiple allegations are identified, LAKIDS will establish the Investigation Level based on the most severe allegation.

The Comments field may be used by the Intake Worker to add explanatory notes for the Response Priority recommendation or Investigation Level. Upon completing the Decision Tab, the Intake Worker will create a manual assignment to the responsible supervisor. (The initiation of the manual assignment will also initiate a validation process to ensure that the Intake Worker has completed all required fields before proceeding with the assignment process.) The Staff Assignment Pop-up will be pre-populated with the Intake Worker's Supervisor (though the drop-down field will allow assignments to others if deemed appropriate by the Intake Worker). Making an assignment on the Staff Assignment pop-Up to an Intake Supervisor will close the Intake assignment to the Intake Worker and opens a new assignment to the Intake Supervisor (to ensure only one person is working on the intake at any point-in-time).

Until an Intake Supervisor reviews and approves an Intake Report, the information documented in the Intake Report may be changed. This includes the ability to change the Report Classification drop-down value by the Supervisor to “Non-Report.” In addition, the Upgraded/Downgraded buttons are reserved for supervisors, who may change the Staff Member’s recommendation. When a user with a supervisor security level accesses the Intake Decision screen, the Upgraded/Downgraded area is activated and available for input. The ‘Comments’ field may be used by supervisory personnel to provide any information that may be relevant to their changes in the Response Priority or Investigation Level.

When the review is complete and any required changes are made, the Supervisor selects the ‘Reviewed and Accepted’ checkbox indicating that all necessary information has been recorded and recommendations have been reviewed and modified, if necessary. Once an Intake Supervisor reviews and accepts a report, the report is frozen to preserve the report information known at the time of intake. A subsequent save of this screen will implement the standard ‘save’ processes, date and time stamp the Intake and populate the screen with the Supervisor’s name that approved the Intake decision, and directs the Intake Supervisor to the Staff Assignment Pop-Up. The Staff Assignment Pop-Up will allow the Intake Supervisor to assign an accepted Intake Decision to an Investigation Supervisor or Assessment Supervisor. Based on the review of the intake, the Intake Supervisor will choose to assign the intake in one of the following ways:

- If the Intake Supervisor decided to forward the intake to Investigations so a new investigation case could be opened (i.e., no ongoing investigation was identified on the Associated Cases pop-up screen), then the Intake Supervisor will use the Staff Assignment Pop-Up and assign the intake to an Investigation Supervisor. The Intake Supervisor finalizes the assignment on the Staff Assignment screen and returns to her Desktop. Completing the assignment generates an automated message to the Investigation Supervisor. It also closes the Intake Supervisor’s assignment to this intake, thus removing the intake from her folder view.
- If the Intake Supervisor decided that this intake should be forwarded to an ongoing investigation (i.e., an ongoing investigation is identified on the Associated Cases pop-up screen), then the Investigation Worker who is primarily assigned with the ongoing Investigation receives an automated message informing her about the new intake received. The Investigation Staff Member can access the most recently assigned intake through the Associated Cases Intakes group box located on the Open/Close History tab of the investigation screen. The new intake will be listed along with the original intake that led to the creation of an investigation case.
- If there is an already open intake on one of the participants, then the Intake Supervisor may choose to coordinate with the Staff Member responsible for the other intake and attach this intake as additional information after an investigation case is created.
- If the Intake Supervisor decided that this intake should be forwarded to an ongoing case (e.g., FS case) other than investigation, then the Intake Supervisor will use the Staff Assignment Pop-Up and assign the intake to a Family Services (for example) Supervisor. The Intake Supervisor finalizes the new assignment on the Staff

Assignment screen and returns back to her Desktop. Completing the assignment generates an automated message to the FS Supervisor.

- If the Intake Supervisor decided to forward the intake to an Assessment Unit so a new assessment could be opened, then the Intake Supervisor will use the Staff Assignment Pop-Up and assign the intake to an Assessment Supervisor. The Intake Supervisor finalizes the assignment on the Staff Assignment screen and returns to her Desktop. Completing the assignment generates an automated message to the Assessment Supervisor. It also closes the Intake Supervisor's assignment to this intake, thus removing the intake from her folder view. (Following completion of an assessment, the Assessment Supervisor may determine that an investigation is warranted. In these cases, the Assessment Supervisor will use the Staff Assignment Pop-Up and assign the assessment to an Investigation Supervisor for further action.)

Please refer to the *Assignments* topic paper for further information on field details, background processing, save processing, and security for the Staff Assignment pop-up screen.

The Supervisor's acceptance of an Intake with Report Classification = 'Accepted' will result in the creation of new Person Management rows for Intake Participants with Search Status = 'Not Found'. The creation of a new Person Management record will involve the following processes:

- The name and related demographic information that has been recorded on the Intake – Participant and Intake Reporter tabs for individuals with Intake Participant records and a search status = "Not Found" will be copied to the Person table. The role field will be blank requiring its completion in the investigation.

- Address, phone, e-mail, race, and disabilities information that is linked to this Intake Participant will be copied within the respective LAKIDS tables and linked to the new Person record. (These fields will be copied to allow for the information that was recorded during the intake to remain linked to the intake and frozen when the intake is frozen. All subsequent activities with the Person, Address, Phone, and related records created to support the Investigation will be updated throughout the life of the investigation and any subsequent service cases.)

Upon accessing the Create Case screen to create an investigation, the Investigation Supervisor may select one or more of these Person records as case participants in the investigation case. The ensuing investigation will support the collection of needed data to provide a more complete record of demographic information for the individual.

After intake information is entered into the Intake Decision Tab, the staff member can generate the necessary notifications for the Intake Worker. The Forms/Attachments button provides access to the Forms/Attachments Pop-Up with a list of available notifications and forms that can be generated to support the intake process. Similarly, the Checklist button will access the Intake Checklist presented in Section 5.2.

2.6.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Does the Intake Information Meet the Criteria for a Report?	Worker's decision as to whether the reported information meets the policy guideline for an intake report; user-selected drop-down; required	Retrieved from: Codes Table Saved to: Intake.accept?
Report Classification	Classification of this report; User-selected drop-down; required. Examples of valid values include Initial, Non-Report, Additional Information, and Cooperative/Courtesy; LAKIDS default for certain business rules; user-selected drop-down	Retrieved from: N/A Saved to: Intake.reportClassification
Associated Case:	Displays a hyperlink to the case(s) that this report is associated with subsequent reports and additional information reports	Retrieved from: Case.caseName Saved to: Relationship.PartyTo_ID
Action Grid		
Action	Action taken for non-reports, such as referral to another agency, information provided to reporter; user-selected drop-down. Examples of valid values include Information Provided to Reporter; Referral to Law Enforcement, and Referral to Family Services.	Retrieved from: Codes Table Saved to: ActionTaken.action

Field Label	Description	Database Mapping
Date	Date of action; system default to current date; user-editable; only required when an Action is selected	Retrieved from: System clock Saved to: ActionTaken.dateOfAction
Reason for Non-Report	Supporting logic for non-reports; user-entered free form text box; field enabled when Report Classification = Non-Report; required if Report Classification = Non-Report	Retrieved from: N/A Saved to: Intake.reasonForNonReport
Response Priority Group Box		
Priority	The Priority of the Intake; user-selected radio button grouping; required when Report Classification = 'Accepted'. Valid values are Immediate, High Priority, Non-Emergency and Assessment.	Retrieved from: N/A Saved to: Intake.priority
Up/Downgraded to	A change in the Priority of the Intake; displayed if change has been made by Supervisor. Enabled for users that are supervisors; User-selected radio grouping. Valid values are Immediate, High Priority, Non-Emergency and Assessment.	Retrieved from: CodeTable Saved to: Intake.up/DowngradedTo
Investigation Level Group Box		
Recommended Level	Investigation Level based on Assessment information; system-generated; view only	Retrieved from: See Background Processing Saved to: Intake.investigatorDecision

Field Label	Description	Database Mapping
Up/Downgraded to	Investigation Level of the Intake if change has been made by Supervisor. Enabled for users that are supervisors; User-selected radio grouping. Valid values are Level 1, Level 2 and Level 3.	Retrieved from: N/A Saved to: Intake. investigationUpDowngrade
Required Notifications Group Box		
Police/Prosecutor	Indicates whether or not the Police/Prosecutor has been notified of the action; user-selected checkbox	Retrieved from: N/A Saved to: Intake.policeProsecutor?
Reporter	Indicates whether or not the Reporter has been notified that the allegation did not meet case acceptance criteria; user-selected checkbox	Retrieved from: N/A Saved to: Intake. reporter?
Other	Indicates whether or not any other individual or agency has been notified of the action; user-selected checkbox	Retrieved from: N/A Saved to: Intake.other?
Reviewed and Accepted	Indicates whether or not the Response Priority and Investigation Level recommendations have been reviewed and accepted by the appropriate manager. Enabled for users that are supervisors; user-selected checkbox *Invokes Intake.acceptance*() *method*	Retrieved from: N/A Saved to: Intake. reviewedAndAccepted?
Date/Time of Approval	Date and time the supervisory acceptance was granted; view only	Retrieved from: System clock Saved to: Intake.dateTimeOfApproval

Field Label	Description	Database Mapping
Supervisor	Name of Supervisor who accepted recommendation; view only	Retrieved from: See Background Processing Saved to: Intake.supervisor
Comments	Text field for comments related to the Response Priority and Investigation Level recommendations selected by the Staff Member and accepted by the supervisor; user-entered	Retrieved from: N/A Saved to: Intake.comments

Button/Right Mouse Click Functionality	Processing
Create Association	Activates the Associated Cases pop-up screen. The user selects the case(s) to associate with this intake decision.
Insert	Clears the data entry fields for a new entry
Delete	Deletes the current row. Upon clicking the delete button, a text message box will appear asking the user "Are you sure?"
Checklist	Accesses the Intake Checklist
Forms/Attachments	Opens the standard Forms/Attachments pop-up screen so that the user may generate forms, view previously generated forms, attach files, and view previously attached files. Forms to be accessed include: 1. LAKIDS Intake Form - Summary of ID, Participant, Allegation, Safety and Demographic info for Investigator's fieldwork, a revised/modified CPI-1. 2. OCS 470, Notice to a Parent/Legal Custodian of a Child Abuse/Neglect report 3. OCS 470-FC, Notice to a Foster Parent of a Child Abuse/Neglect Report 4. OCS 470-FAC, Notice to a Facility director of a Child Abuse/Neglect Report 5. OCS 481, Notice to a Reporter of a Non-Accepted Report of Child Abuse/Neglect

Button/Right Mouse Click Functionality	Processing
	6. OCS 482, Notice to a Reporter of Non-Accepted Report Due to Prioritization

2.6.3 Background Processing

Screen Initiation

1. LAKIDS will default the Report Classification to "Initial Report" when the result of the person search is "Person is not Previously Known to the System." The Report Classification will default to "Additional Information" if the current Intake can be associated with an accepted Report within the last 30 days. The defaults can be overridden by the Worker making a different selection from the drop-down values.
2. Upon accessing the Decision tab, LAKIDS will query the allegation information entered via the Intake – Allegations tab and calculate and display the Recommended Investigation Level in accordance with the criteria in Table 2.6-1. (This recalculation of the Recommended Investigation Level will occur until the intake is 'accepted' and subsequently frozen.)

Field Level Validations

None

Other Processing

1. Highlighting a row in the Header Group Box will result in the fields below the Grid Box being populated with the associated data in the Edit mode. Changes to these fields can be made at that time and saved via Save processing (discussed below).
2. When the user associates a report with an associated open investigation or services case and the Report Classification = 'Accepted', LAKIDS sends an automated message to the primary Staff Member in each open program area.
3. When Report Classification = 'Non-Report':
   a. The "Reason for Non-Report" text field is enabled
   b. The "Reason for Non-Report" text field must be populated
   c. At least one 'Action' taken is required to be selected
4. When a user with a supervisor security level accesses the Intake Decision screen, both Upgraded/Downgraded areas are activated and available for input.
5. When a user with a supervisor security level accesses the Intake Decision screen, the 'Reviewed and Accepted' field is activated and available for input when "Does the Intake Information Meet the Criteria for a Report?" = Yes.
6. When "Does the Intake Information Meet the Criteria for a Report?" = No, the 'Reporter' checkbox must first be checked (confirming that a notification has been

sent) before the 'Reviewed and Accepted' field is activated (for a user with a supervisor security level).

7. When the review is complete and any required changes are made, the Supervisor selects the 'Reviewed and Accepted" checkbox and saves the Intake. LAKIDS will then date and time stamp the Intake and populate the screen with the Supervisor name that approved the Intake decision (based on LogIn ID).
   a. The Supervisor's acceptance of an Intake with Report Classification = 'Accepted' will result in the creation of new Person Management and associated records (e.g., address, phone, race) for Intake Participants with Search Status = 'Not Found'.
   b. Once an Intake Supervisor reviews and accepts an Intake, the Intake is frozen to preserve the report information known at the time of intake (for example, the Create Association button becomes disabled after final acceptance).
8. The Associated Case link is populated when a case is selected from Person Search results as conducted on the Intake – Participant tab. Retrieve from the Relationship Table where relationship Category = 'Case to Case' and relationship Type = 'AssociatedCases' and the intake (PartyFrom_ID) is related to linked case (PartyTo_ID).
9. Upon clicking the "Delete" button, a text message box will appear asking the user "Are you sure?".

<u>2.6.4 Save Processing</u>

1. Prior to Intake acceptance, the following edits are implemented:
   a. 'Does the Intake Information Meet the Criteria for a Report' field must be populated. Error: 'Does the Intake Information Meet the Criteria for a Report' field must be populated.'
   b. A 'Report Classification' must be selected. Error: 'A Report Classification must be selected.'
   c. A 'Date' must be provided when an Action is selected. Error: 'A Date must be provided when and Action is selected.'
   d. A 'Reason for Non-Report' must be provided when the Report Classification = Non-Report. Error: 'A Reason for Non-Report must be provided when Report Classification = Non-Report.'
   e. A 'Priority' must be provided when the Report Classification = Accepted. Error: 'A Priority' must be provided when the Report Classification = Accepted.'
2. Upon acceptance, LAKIDS will update the case status as follows: Cases.status = Closed.
3. Save processing invokes the following methods:
   a. Intake.acceptance()
   b. ActionTaken.save()
   c. Intake.copyDecision()
   d. Cases.save()

2.6.5 Security

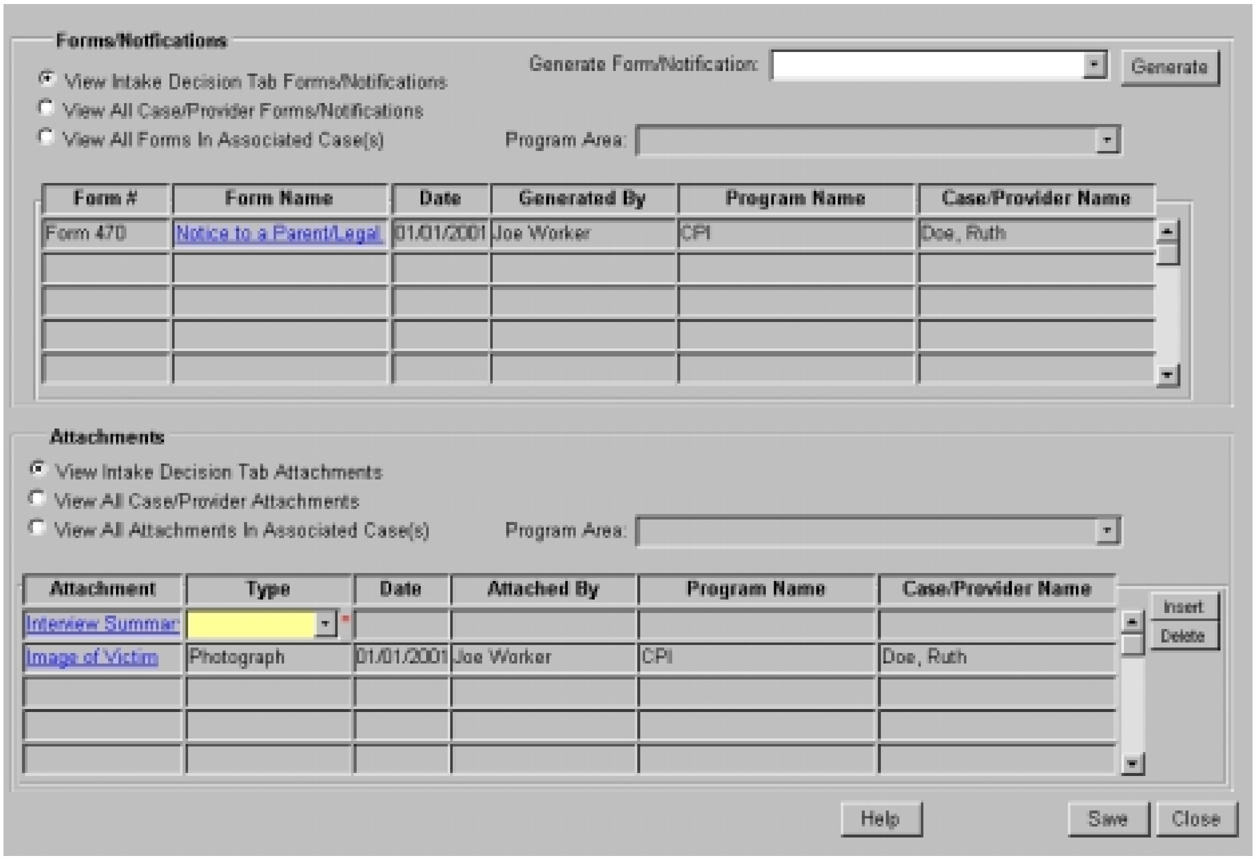
A LAKIDS User can create, read, update or delete information on the Intake - Decision screen based on the user's security rights within LAKIDS. The Intake - Decision screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

Table 2.6-1 Investigation Level Determination

Allegation Category/Type	Level 1	Level 2	Level 3
Category = Physical Abuse			
Bone Fracture	X		
Central Nervous System Damage/Brain Damage/Skull Fracture	X		
Death with Surviving Child			
Internal Injuries	X		
Poisoning/Noxious Substance Ingestion	X		
Subdural Hematoma	X		
Suffocation	X		
Torture	X		
Whiplash – shaken infant syndrome	X		
Wounds	X		
Death/abuse	X		
Bruises, cuts welts or scratches		X	
Burns		X	
Dislocation or sprains		X	
Eye injury		X	
Human bites		X	
Minor head/facial injuries		X	
Mouth/dental trauma		X	
Tying/Confinement		X	
Unspecified Physical Abuse			X
Category = Sexual Abuse			
HIV/AIDS and Hepatitis	X		
Oral Sex	X		
Digital/Object Penetration			
Prostitution	X		
Sexual Exploitation, pornography	X		
Sexual Intercourse (vaginal or anal)	X		
Venereal Disease	X		
Sexual Enticement		X	
Sexual Manipulation or Fondling		X	
Simulated Intercourse		X	
Unspecified Sexual Abuse		X	
Category = Neglect			
Failure to Thrive (nonorganic)	X		
Malnutrition/Starvation	X		

Allegation Category/Type	Level 1	Level 2	Level 3
Medical Neglect		X	
Inadequate Food – Child Infant to 6		X	
Abandonment			X
Inadequate Clothing			X
Dependency			X
Drug/Alcohol Abuse			X
Inadequate Food – Child Over 6 Years Old			X
Lack of Supervision			X
Inadequate Shelter			X
Death/neglect	X		
Emotional Maltreatment		X	
Passive Abuse		X	
Exploitation			X
Category =Out of Home Care			
Denial of Civil Rights			X
Failure to Report Child Abuse/Neglect			X
Inappropriate Restraint			X
Other Out of Home Child Care Deficiencies			X
Use of Corporal Punishment			X
Violation of Licensing Requirements			X

2.7 Forms/Attachments Pop-Up



2.7.1 Screen Overview

The Forms/Attachments pop-up screen is accessed from the Intake Decision screen by selecting the “Forms/Attachments” command button. All forms and attachments related to the specific case are available from this pop-up screen.

The Forms/Notifications group box allows the user to generate new forms for the case by selecting a form name from the Generate Form/Notification drop-down field. The Form #, Form Name (hyperlink to actual form document), Date, Generated By, Program Name and case/provider name is recorded and saved to the Forms/Attachments screen. This will allow users to view previously generated forms associated with the calling screen, the provider/case record or all forms in associated cases, as well as the creation of new forms.

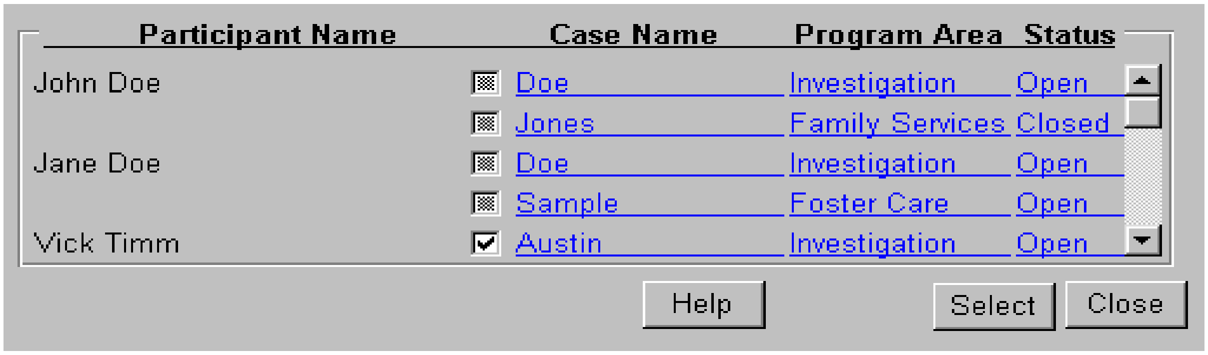
In addition to forms, attachments can be inserted and viewed from this screen. To upload and attach a new document, the staff member presses the “Insert” command button from the Attachments group box. The staff member then navigates to the file that is to be attached, selects the file, and presses “OK”. The staff member is returned to the Forms/Attachments pop-up screen with the newly uploaded file appearing as a record in the list of attachments. The uploaded file is stored within the LAKIDS database. The staff member can select a value from the Attachment Type drop-down box to further identify the attachment. These values vary based on the calling screen from which the Forms/Attachments pop-up screen is activated and will be specific to cases. Once the newly created attachment has been saved, the Attachment Type drop-down box is disabled.

An attachment may be added to a closed intake/case, when necessary. To attach a file to a closed intake or case, a LAKIDS User should use the Search screen to locate the associated intake or case. The user will access the intake or case via the hyperlink provided in the Search results screen and navigate to the desired tab that the file is to be attached. Using the ‘Forms/Attachments’ button, attach the file using the procedure presented above.

A staff member with proper security may delete an attachment by selecting the appropriate record and pressing the “Delete” command button from the Forms/Attachments pop-up screen. It will be the responsibility of the OCS staff members who are assigned to the case to maintain the reliability and validity of the attachments for the given record.

Please refer to the *Office Automation* topic paper to see field details, background processing, save processing, and security for the Attachments pop-up screen.

2.8 Intake – Associated Cases Pop-Up



2.8.1 Screen Overview

The Associated Cases pop-up screen is composed of a display grid that permits the user to establish links to current or closed cases, in which intake participants are or were formerly active members. This pop-up will be populated as a result of the Person or Provider Search that is conducted during completion of the Intake – Participants tab. All of the participants in the intake will be shown along with their associated cases, the case program area, and the current status. The cases are shown as links to permit the user to click on a case and view the case information before making the final selection.

This screen allows the LAKIDS User to associate a new intake with an existing intake, investigation or an ongoing services case.

2.8.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Participant Name	Participants in the case; view only	Retrieved from: Person.firstName Person.middleName Person.lastName Saved to: N/A

Field Label	Description	Database Mapping
Case Name	The name assigned to the associated case; view only; hyperlink to the case record in LAKIDS	Retrieved from: Case.caseName Saved to: N/A
Program Area	The current or last program area of the case; view only; hyperlink to the case record in LAKIDS	Retrieved from: Case.program Saved to: N/A
Status	The status (open or closed) of the case; view only; hyperlink to the case record in LAKIDS	Retrieved from: Case.status Saved to: N/A

Button/Right Mouse Click Functionality	Processing
Help	Standard Help Functionality
Select	Selects the currently highlighted row, closes the pop-up and inserts a link to the highlighted case in the Associated Case field on the Intake Decision tab.
Close	Standard Close processing

2.8.3 Background Processing

Screen Initiation

1. Navigation to this pop-up from the Intake - Decision tab will list all intake participants and a list of (open and closed) cases, program areas, and case statuses for each participant. The case list will have hyperlinks. Next to each case, there is a check box.

Field Level Validations

1. Only one case can be selected. LAKIDS will allow the Intake Worker to select on checkbox.

Other Processing

1. Users may click on a case name hyperlink to navigate to the appropriate tab structure and view information for the selected case in a separate instance of Explorer. Upon completing the necessary research and closing the new Explorer instance, the user is returned to the Associated Cases pop-up screen.
2. Users may associate a specific case on the Associated Cases Pop-Up with the Intake by checking the checkbox. This will result in the case name being displayed on the Intake Decision screen as a hyperlink.

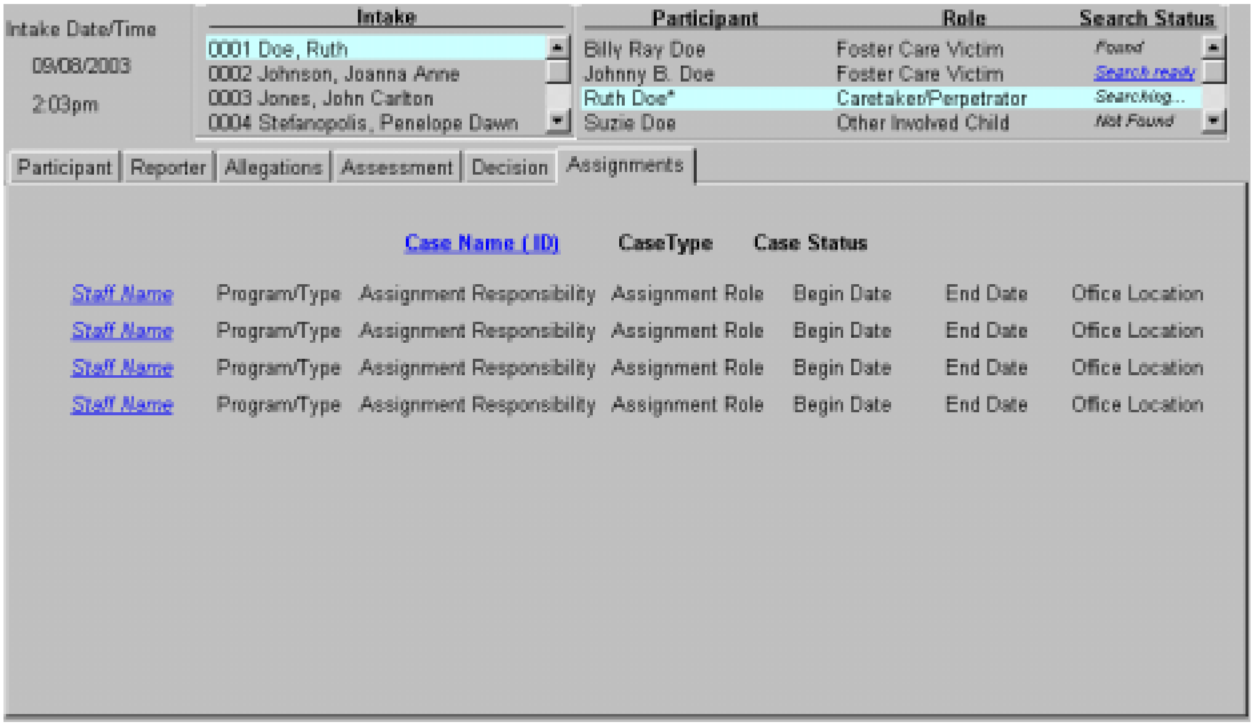
2.8.4 Save Processing

1. Following intake 'acceptance', LAKIDS will create a link between the selected case and the Intake. This Relationship Type = CaseLink will be created by storing the Party_ID for each case on the Relationship table as a Case-to-Case relationship.
2. Intake 'acceptance' invokes the Relationship.savelink() method.

2.8.5 Security

A LAKIDS User can create, read, update or delete information on the Intake - Associated Cases pop-up screen based on the user's security rights within LAKIDS. The Intake - Associated Cases pop-up screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.9 Intake – Assignments Tab



2.9.1 Screen Overview

The Assignments screen provides a historical list of all of the OCS staff members that have been assigned to the intake that is selected in the header. The name of the staff member assigned, program area, assignment responsibility and role, begin date, end date, and office location are displayed. The office location displayed in each assignment record is the staff member's office location at the time the assignment was made. If the staff member changed office location since then, the change will not be reflected on the Assignments screen. Clicking any of the staff member's names listed will display the Staff Management screens for that staff member in a separate instance of the LAKIDS application (see the *Staff Management* topic paper). Detailed information regarding the Assignments screen is documented in the *Assignments* topic paper.

The column headings for the view above will be incorporated, as time permits. Clicking on a column heading for a specific attribute will sort the list view with respect to the selected attribute.

2.9.2 Screen Information

Field Label	Description	Database Mapping
Staff Name	The name of the Staff Member who was or is assigned to the case; LAKIDS hyperlink field; clicking on the link will bring the user to the Staff Management screens for the linked Staff Member; view only	Retrieved From: Person.nameFirst Person.nameMiddle Person.nameLast Saved To: N/A
Program/Type	The program area that the Staff Member's assignment to this case was for; view only	Retrieved From: Assignment.program Saved To: N/A
Responsibility	The responsibility associated with the Staff Member's assignment; view only	Retrieved From: Assignment.assignment Responsibility Saved To: N/A
Assignment Role	The role associated with the Staff Member's assignment (e.g., Primary, Secondary); view only	Retrieved From: Assignment.assignmentRole Saved To: N/A
Begin Date	The starting date of the assignment to the case for the row; view only	Retrieved From: Assignment.beginDate Saved To: N/A

Field Label	Description	Database Mapping
End Date	The end date of the assignment to the case for the row; view only	Retrieved From: Assignment.endDate Saved To: N/A
Office Location	The office location of the Staff Member for the row; view only	Retrieved From: Assignment.Office_ID Saved To: N/A

2.9.3 Background Processing

Screen Initiation

1. Upon accessing the Assignments tab, LAKIDS will retrieve all previously recorded Staff Member assignments from the Assignment table for the case and display them in reverse chronological order based on assignment begin date.

Field Level Validations

None.

Other Processing

1. Clicking on the Staff Name hyperlink opens a new instance of the browser and takes the user to the Staff Management associated with the selected staff member.

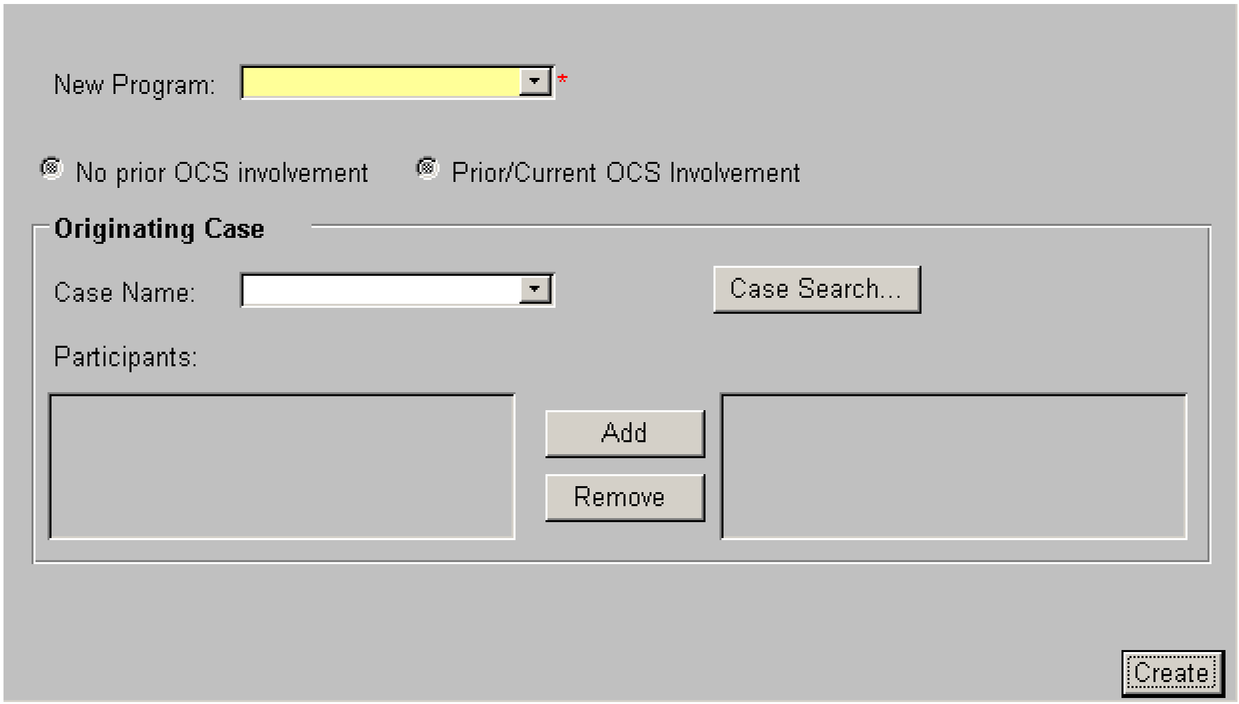
2.9.4 Save Processing

1. There is no save processing associated with this screen.

2.9.5 Security

A LAKIDS User can create, read, update or delete information on the Assignments screen based on the user's security rights within LAKIDS. The Assignments screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.10 Create Case Pop-up



<u>2.10.1 Screen Overview</u>

The Create Case pop-up screen is used by all authorized OCS staff to open a new case in any OCS program. This screen is accessed by selecting Create > Case from the LAKIDS main menu bar. (Refer to the *Desktop* design for elaboration on the LAKIDS menu bar.)

The Create Case pop-up screen is used to serve two purposes. First, it is used as the mechanism to open a new case for a child/family currently receiving (or previously received) services from OCS under another program. For example, if an Intake is accepted and forwarded to an Investigations Supervisor, and the Investigations Supervisor decides to open a new investigation, the Supervisor would select Create > Case from the menu bar. This opens the Create Case pop-up screen. The Investigation Supervisor selects Investigation as the 'New Program' and selects the 'New Program for an Existing Case' radio button. The Supervisor then selects the Intake Name from the originating case drop-down. She then selects all intake participants as the participants in the new Investigation case that will be opened. She clicks 'Create'. The Create button will display the Investigation set of tabs. The demographic information related to the case participants that was recorded in Intake is already in LAKIDS, and this information will be available to the user in the newly opened case.

This will create an investigation with all the selected participants as its case participants. It will also create an assignment to the Investigation Supervisor who created this investigation. The newly created investigation can be accessed through the

Investigation folder on the LAKIDS Navigation Bar. This will also close the secondary assignment that this supervisor had for the intake. The intake leading to this investigation will be listed on the Investigation's Open/Close History tab under the Associated Cases group box. Since all associated cases have hyperlinks, this will allow the Investigation Worker/Supervisor to access the accepted intake, if necessary.

The second purpose that this pop-up screen serves is to enable a mechanism for opening a new case in a specified program for a child/family who had no prior involvement with OCS. When creating cases with "No Prior OCS Involvement", the Person Search is conducted once the LAKIDS User is in the Investigation tab set by using the Insert button. (The Insert button allows the user to insert and search for a new participant with one-click.) The Search function also allows the user to confirm that the recorded participants are not currently and were not previously involved with OCS. If, as a result of the Person Search, the LAKIDS User decides to associate the new case with the "found" case, then the user would cancel the Investigation screen without saving, and access the Create Case pop-up screen again, but this time select the "Prior/Current OCS Involvement" radio button. If the user creates a new case although the case should have been associated with other OCS cases, the user can build these necessary associations afterwards by using the Associate Case button on the Open/Close History tab.

2.10.2 Screen Information

Field Label	Description	Database Mapping
New Program	The name of the OCS program area that the new case will be opened in; user-selected drop-down field; required	Retrieved From: Codes Table Saved To: N/A
No Prior OCS Involvement	The indicator showing that the new case is not a continuation of an existing case in LAKIDS; user-selected radio button; at least one of the radio options must be selected; defaults to "Not Selected"	Retrieved From: N/A Saved To: N/A

Field Label	Description	Database Mapping
Prior/Current OCS Involvement	The indicator showing that the new case is a continuation of a currently open case in a different program or is linked to a previously closed case in LAKIDS; user-selected radio button; at least one of the radio options must be selected; defaults to “Not Selected”	Retrieved From: N/A Saved To: N/A
Originating Case Group Box	All fields in this group box are disabled if the “No Prior OCS Involvement” radio button is selected	
Case Name	The case name of the originating case; user-selected drop-down list; this drop-down lists all cases currently assigned to the user; required if “Prior/Current OCS Involvement” radio button is selected	Retrieved From: Cases.caseName See Background Processing Saved To: N/A
Participants List Box (Available)	List of all participants in the case selected in the “Case Name” field; view only	Retrieved From: Person table See Background Processing Saved To: N/A
Participants List Box (Selected)	The participants in the case selected in the “Case Name” field that have been selected to be established as participants in the new case; user-selected multi-select	Retrieved From: N/A Saved To: N/A

Button/Right Mouse Click Functionality	Processing
Case Search	Accesses the Search Case screen. This button will be used if the LAKIDS User wants to open a new case associated with either a closed case or a case that is not assigned to him/her.
Add	Adds the selected case participants from the originating case to the Participants list box
Remove	Removes the selected case participants from the Participants list box
Create	Accesses the appropriate tab set for the program type selected in the New Program drop-down field. Please refer to Background Processing section for additional details. Invokes Cases.createCase() method

2.10.3 Background Processing

Screen Initiation

1. The New Program field is populated with all possible OCS program types retrieved from the Codes table.
2. The default for the radio buttons is "Not selected." If "No prior OCS involvement" is selected, then all fields in the Originating Case group box become disabled.
3. The Participants list-box is populated with the names of all case participants from the selected case. Once the Case Name is selected, select all rows in the Relationship table where Relationship.type is "Case Participant" and retrieve the unique IDs (PartyFrom_ID) of the Persons with the Case Participant relationship. Then, retrieve (Person.firstName + Person.middleName + Person.lastName) for all unique PartyFrom_IDs selected.

Field-level Validations

1. If "Prior/Current OCS Involvement" radio button is selected, then the Case Name drop-down field retrieves the names of all cases assigned to the supervisor/Staff Member accessing the Create Case pop-up screen. The drop-down field reads the Assignment table to select all of the cases that the user currently has open assignments to (i.e., no assignment end date). Then, these cases are displayed in alphabetical order.

Other Processing

1. The user can select multiple case participants using the CTRL or Shift keys (standard processing in all list boxes). Clicking on the Add button allows the selected case participants to populate the Participants list-box at the right.
2. The Remove button is disabled if no participants are added to the list-box on the right.
3. Clicking on the Remove button allows the selected case participants to be moved for the list-box at the right and moved to the list-box at the left (standard CTRL or Shift button processing).
4. Either the “No Prior OCS Involvement” or the “Prior/Current OCS Involvement” radio button must be selected before the user creates the case. If the user clicks the “Create” button and one of the radio buttons has not been selected, LAKIDS will issue an error message “Either the ‘No prior OCS involvement’ or ‘Prior/Current OCS Involvement’ radio button must be selected prior to creating a case.”
5. If the “No prior OCS involvement” radio button is selected and the user clicks “Create”, the following processing occur:
   a. The tab set associated with the program selected in the New Program drop-down opens. No information is pre-populated on the new case screen, since this is a new case that is not linked to an existing case.
   b. The Create Case screen closes once the screen associated with the selected program opens.
6. If the “Prior/Current OCS Involvement” radio button is selected and the user clicks on the Create button, the following processing occur:
   a. The tab set associated with the program selected in the New Program drop-down opens.
   b. All the participants selected in the Participants Selected list-box are displayed as the participants of the new case.
   c. All existing relationships (as recorded through the Relationships pop-up screen of the existing case) between those participants who are selected are also displayed as part of the new case (and can be viewed and changed through the Relationships pop-up screen of the new case).
   d. The Create Case screen closes once the screen associated with the selected program opens.
7. If the “Prior/Current OCS Involvement” radio button is selected, then
   a. The “Case Name” field is required before Create button can be selected. Error: “Case Name is required before creating a new case”.
   b. At least one participant needs to be added to the selected participants list-box. Error: “At least one participant must be selected.
8. ”The Case Search button accesses the Search Case screen. This button will be used if the LAKIDS User wants to open a new case associated with either a closed case or a case that is not assigned to him/her. When the Search Case screen is accessed, the user can search and locate a specific case. Once the case is selected on the Search Case screen, the selection will be brought back to the Create Cases pop-up screen and will pre-fill the Case Name drop-down. All participants associated with the selected case will also populate the Participants list-box.

9. With the creation of an Investigation case, LAKIDS will also create a copy of the Intake Assessment screen and associate it to the Investigation Party_ID and the participant's Party_ID. This new incidence of the Assessment screen will be used at the Investigation Assessment Findings Tab which will pre-fill with the Intake values selected and allow the Investigation Worker to add new values as determined in the investigation.
10. With the creation of the Investigation case, LAKIDS will create a link between the new Investigation and Intake that prompted this investigation. This link will be developed initially by saving the Intake_ID to Investigation.OriginatingIntake_ID to provide a hard link between the new investigation and the intake that prompted it. In addition, a case link will be created by storing the Investigation_ID on the Relationship table. (This link provides a direct relationship between the intake and the investigation that resulted from it.)

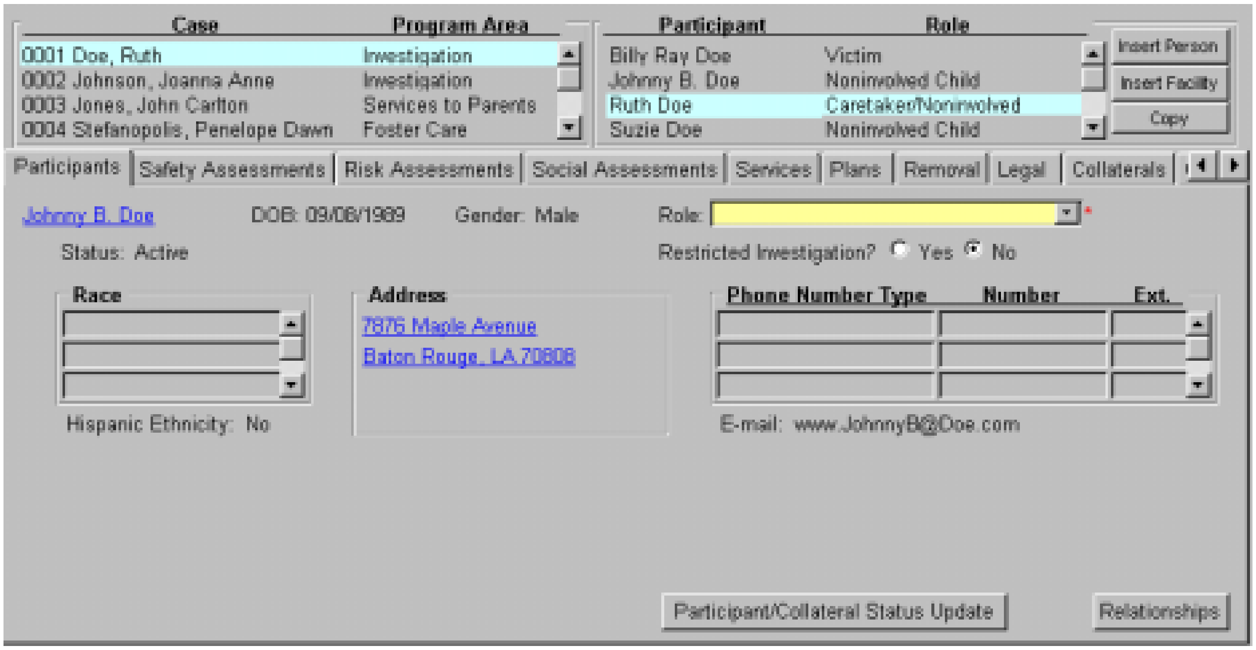
2.10.4 Save Processing

1. There is no save processing associated with this screen. It is used to access the appropriate tab set for the selected program.

2.10.5 Security

A LAKIDS User can create, read, update or delete information on the Create Case pop-up screen based on the user's security rights within LAKIDS. The Create Case pop-up screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.11 Investigation – Participants Tab



2.11.1 Screen Overview

To access Investigation within LAKIDS, an Investigation Worker selects the "Investigation" folder from the LAKIDS navigation tree. When "Investigation" is selected, LAKIDS will display all open Investigations assigned to the user. If a specific investigation name is selected from the list, LAKIDS displays the related investigative data in the Investigation screen tab set with the Investigation – Participant screen as the default display.

The Participants screen is common to all program areas and contains at-a-glance contact information for participants in the case. A user will access the Participants screen to view information specific to each participant in the case, add a participant to the case, change a participant's status in the case, identify relationships among participants, and as a means by which to access each participant's Person Management record, status information, and relationships.

Active participants will be listed at the top of the participant list in the program header in alphabetical order, followed by all inactive participants in alphabetical order. Inactive participants will be "grayed out" and will not be usable on any participant-specific tabs. For example, inactive participants will not be able to be selected as participants in a legal action on the Legal screen, or selected as part of a safety assessment on the Safety Assessments screen. Deleted participants will not be listed in the participant list in the program header.

Before a participant can be added, the LAKIDS search function will be invoked to determine if the person has an existing Person Management record in the LAKIDS database. To invoke this search, the user will select the “Insert Person” button on the header. This action will display the Person Search screen, from which a search for person records is performed (refer to the *Search* design for elaboration on the Person Search screen). Persons found by performing a Person Search can be added to the case as participants without entering any person-specific demographic information for the person. The user will select the matching person on the Person Search screen, and will be returned to the case Participants screen with the new person added as a case participant. Persons not found during the LAKIDS search will require a Person Management record to be created in LAKIDS before establishing them as a participant in the case. To create a Person Management record for a new person in LAKIDS following a person search, the “Create” button will be selected on the Person Search screen, and the Person Management screens will be displayed (refer to the *Person Management* design for elaboration on person records in LAKIDS). Once all appropriate person information is entered into Person Management and the record is saved, the Case Participants screen will again be displayed, with the new participant(s) added to the case.

A comparable approach is used to identify a Facility as the focus of the investigation. To identify a facility as the investigation focus, the LAKIDS search function will be invoked to identify the appropriate facility record in the LAKIDS database. To invoke this search, the user will select the “Insert Facility” button on the header. This action will display the Provider Search screen, from which a search for provider records is performed (refer to the *Search* design for elaboration on the Provider Search screen). The user will select the matching provider/facility on the Provider Search screen, and will be returned to the Investigation Participants screen with the provider/facility added as a case participant.

The “Copy” button may be used to create person records for individuals with information similar to an existing case participant (e.g., same last name, address, and phone). The user will select an existing participant and click the “Copy” button. The Person Search screen will be populated with information pertaining to the existing case participant selected. The user will edit the search screen to reflect any changes desired (e.g., revise the first name to search for a sibling of the participant), and then execute the Person Search. If a Person Management record is found that matches the sibling being sought, for example, the user will select the record and be returned to the Participant tab. If no matching Person Management record is found, some of the person management information from the copied participant will populate a new person management record. The information copied from one Person Management record to the next includes:

- Demographic, except date of birth, date of death, age, social security number, social security card information, and birth certificate information from the General screen
- Race/Ethnicity from the General screen
- Address/Phone from the Address Maintenance screen

- School information from the Education screen
- Medial Insurance from the Medical Insurance pop-up screen

To edit or view an existing case participant's Person Management record from the Participants screen, the user will select the person's name in the header, and click the person's name hyperlink displayed on the screen. This action will load a new instance of the LAKIDS application and display the Person Management record for that participant.

The participant's role in the case is determined using the "Role" drop-down field on the Participants screen. "Role" is a required field and must be populated prior to saving the case after a new participant is established. As a minimum, a participant must be selected as the 'Primary Caregiver' prior to saving the case for the first time. The participant with this role will be used to create the investigation's Family/Case Name. If the user attempts to save the case without identifying a 'Primary Caregiver', an error message will be displayed prompting the user to select a participant as the 'Primary Caregiver' in order to establish a case name.

If a new case is created using the Create Case pop-up screen, and is associated to an existing case, and participants are selected from the existing case to be carried forward into the new case, all selected participants will be listed in the header for the new case. The role for each of these participants will be listed as "unidentified" until the user selects an investigation-specific case role for each participant. Additionally, the case name will be listed as "unidentified" until the user selects the aforementioned primary role for one participant. If the user attempts to approve the case without providing a role for each participant, an error message will be displayed prompting the user to select a role for each participant.

The address displayed on the Participants screen is the participant's current place of residence, as indicated by that participant's Person Management record. Clicking on the address hyperlink will load an instance of the default browser and display a map centered on the address.

The Participants tab also has two command buttons that allow users to record and update participant data. The Investigation Worker will use the Participant/Collateral Status Update command button to access a pop-up screen to both review and update the status of participants in the case For example, an Investigation Worker would expunge a participant from the Investigation displays by updating the status of the participant on the Participant/Collateral Status Update pop-up screen.

The Relationships command button allows the user to identify relationships between participants in the case via the Relationships Pop-Up.

To support the recording and processing of sensitive investigation cases, an Investigation Worker would select Restricted Investigation = "Yes". Where the Intake that prompted the Investigation was identified as a 'Restricted Intake', this indicator will default to ‘Yes’ for the Investigation. When a ‘restricted’ Investigation is forwarded to the Investigation Supervisor for approval, an automated message is sent in parallel to the Regional Administrator informing her that an investigation has been identified as a potential ‘restricted’ case. Upon approval of the investigation (and the ‘restricted’ indicator) by the Investigation Supervisor, the “restricted” indicator is enabled and future access to the investigation will be limited to OCS staff with specified security clearances.

2.11.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Common Case Header	Common header for all programs in this design	
Case Number	LAKIDS case number for the case; view only	Retrieved From: Cases.Party_ID Saved To: N/A
Case Name	LAKIDS case name for the case – established by selecting the primary case role for one participant in the case; view only	Retrieved From: Cases.caseName Saved To: N/A
Program Area	Program area that the case is defined to – established by selecting the appropriate program from the Create Case pop-up screen upon case creation; view only	Retrieved From: Cases.program Saved To: N/A

Field Label	Description	Database Mapping
Participant	Participant names in the selected case; view only	Retrieved From: Person.firstName Person.middleName Person.lastName Saved To: N/A
Role	Participant's role in the selected case; view only	Retrieved From: Role.role Saved To: N/A
Participants screen		
Participant Name	The participant's name who is selected in the header; view only hyperlink to that participant's Person Management record	Retrieved From: Person.firstName Person.middleName Person.lastName Or Provider.providerName (See Background Processing) Saved To: N/A
DOB	The selected participant's date of birth according to Person Management; view only	Retrieved From: Person.dateOfBirth Saved To: N/A
Gender	The selected participant's gender according to Person Management; view only	Retrieved From: Person.gender Saved To: N/A
Role	The selected participant's role in the currently selected case; user-selected drop-down; required	Retrieved From: Codes Table Saved To: Role.role

Field Label	Description	Database Mapping
Status	The selected participant's status in the currently selected case; view only	Retrieved From: Relationship.status Saved To: N/A
Restricted Investigation?	Indicates if Investigation requires limited access; user-selected radio button; defaults to "No"	Retrieved from: N/A Saved to: Investigation.restricted?
Race	Displays the races identified for the selected participant according to Person Management; view only	Retrieved From: Race.Race_ID Saved To: N/A
Hispanic Ethnicity	Indicates whether or not the participant is of Hispanic Ethnicity according to Person Management; view only	Retrieved From: Person.hispanicLatinoOrigin Saved To: N/A
Address	Current residence address for the participant according to Person Management; view only hyperlink to a map that is centered on the address	Retrieved From: Address table Saved To: N/A
Phone Number Group Box	Displays all phone numbers for the selected participant according to Person Management; view only	
Phone Number Type	The type of phone number; view only	Retrieved From: Phone.phoneType Saved To: N/A

Field Label	Description	Database Mapping
Number	Ten-digit phone number, including area code; view only	Retrieved From: Phone.phoneNumber Saved To: N/A
Ext.	Extension for phone number when applicable; view only	Retrieved From: Phone.extension Saved To: N/A
E-mail	The selected participant's e-mail address according to Person Management; view only	Retrieved From: EmailAddress.E-mail Saved To: N/A

Button/Right Mouse Click Functionality	Processing
Insert Person	Allows the user to establish a new participant in the case; LAKIDS will display the Person Search screen in a new instance of the LAKIDS application upon clicking this button
Insert Facility	Allows the user to establish a new participant in the case; LAKIDS will display the Person Search screen in a new instance of the LAKIDS application upon clicking this button
Copy	Functions the same as the Insert button, only automatically populates address, e-mail, and phone number information in Person Management from the same information for the person selected in the header grid if no person is selected from the Person Search
Relationships	Displays the Relationships pop-up screen allowing the user to establish relationships for the participant selected to other participants in the case
Participant/Collateral Status Update	Displays the Participant/Collateral Status Update pop-up screen allowing the user to maintain the status of the participant in the case

2.11.3 Background Processing

Screen Initiation

1. Navigation to this tab from the Create Case pop-up screen will list all investigation participants identified in the Create Case screen.
2. The Case Name list will be driven by the LAKIDS User ID. Upon login, the Family/Case Name list box defaults to cases assigned to that LAKIDS User.
3. The Participant and Role fields are filtered by the selected Case Name list.
4. Navigation to this screen from 'Desktop' displays case participants and related case data associated with the case name highlighted in the header.
5. Active participants will be listed at the top of the participant list in the program header in alphabetical order, followed by all inactive participants in alphabetical order. Inactive participants will be "grayed out" and will not be usable on any participant-specific tabs.
6. Where the Intake that prompted the Investigation was identified as a 'Restricted Intake', the 'Restricted Investigation' indicator will default to "Yes" for the Investigation.
7. The participant status displayed beneath the selected case participant in the main screen will be refreshed upon screen initiation (including return to this screen from the Participant Status Pop-Up) to ensure that the most recent value is displayed>

Field Level Validations

None

Other Processing

1. Selecting the "Insert Person" button will load a new instance of LAKIDS, displaying the Person Search screen.
2. Selecting the "Insert Facility" button will load a new instance of LAKIDS, displaying the Provider Search screen. The results of the Provider Search will be displayed on the Investigation – Participant tab. The provider selected in the search will default to the Case Name.
3. Where a Facility/Provider is identified via a Provider Search, LAKIDS will save the link between the provider and the investigation via a Relationship Category = Provider to Case, and Relationship.type = Alleged Provider with a Relationship.PartyTo_ID = Investigation_ID, and the Relationship.PartyFrom_ID = Provider_ID
4. Selecting the "Copy" button will load a new instance of LAKIDS, displaying either the Person Search screen or the Provider Search screen, depending on the case participant highlighted to copy. If the "Copy" button was selected and no person was matched using the Person Search, selected demographic data, as well as address and phone number information pertaining to the original participant that was copied will automatically populate a new record in Person Management for the new participant.

5. New participants cannot be added to the database until the Person Search process has been completed.
6. Highlighting a row in a Grid Box will allow data associated with the row to be edited within the associated Person Management screens. For example, choosing a participant from the header group box dynamically displays that selected participant's name, DOB, Gender, Race, Phone number and E-mail information on the screen.
7. LAKIDS will display the address with the most recent Address.startDate, where Address.Party_ID = Person.Person_ID for the selected case participant, Address.type = 'Geographical', and Address.endDate = NULL.
8. The User will be able to edit any field on the screen by selecting a participant's hyperlink which will load a new instance of LAKIDS, displaying the Person Management screens for the participant selected, and allowing the user to update information pertaining to that participant.
9. Selecting a person from Person Search will establish that person as a participant in the case and display that person's name in the Participant header box.
10. A case participant must be selected before selecting the Participant/Collateral Status Update command button. Error: "A case participant must be selected to access the Participant/Collateral Status Update screen."

2.11.4 Save Processing

1. Saving a piece of work in LAKIDS is accomplished using the Save option in the File menu on the Menu Bar, by selecting the Save icon on the Toolbar (refer to the Desktop design for an explanation of the Menu Bar and Toolbar and their functions), or by navigating to another tab, folder, or screen. Any of these actions will perform all required save validation processing. If any required information is missing or incorrect since the previous save of the same piece of work, an appropriate error message will be displayed prompting the user to enter or correct the necessary information. If save validation processing is successful, all information pertaining to the current piece of work that has been newly entered or changed since the last save of the same piece of work will be written to the database.
2. Whenever an update has been made and it has not been saved, the following pop-up message appears if either the "Cancel" option in the "File" menu on the Menu Bar or the "Cancel" icon on the Toolbar (refer to the *Desktop* design for an explanation of the Menu Bar and Toolbar and their functions) is clicked upon: "Do you wish to save the changes you made?".
   a. If the LAKIDS user answers affirmatively, the updates previously performed are saved to the appropriate database table.
   b. If the LAKIDS user does not answer affirmatively, the pop-up message closes and then, the screen or pop-up screen closes without saving the previously performed updates.
3. Role is a required field. Upon Close, LAKIDS will confirm that a Participant has been identified with a Role = Primary Caregiver. This participant's name will represent the Investigation Case Name, and the Investigation tab set cannot be

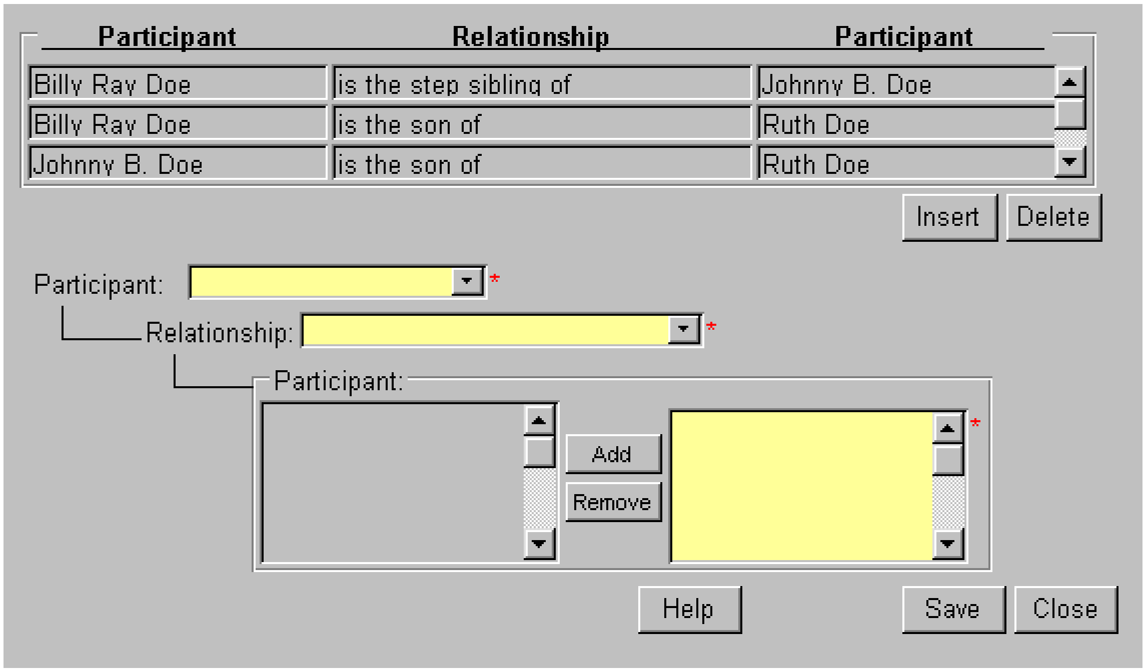
closed without this individual being identified. Error: “Case Participant with Role = Primary Caregiver must be identified before Investigation tab set can be closed.”

4. Upon save, LAKIDS will implement the following edits and updates:
   a. LAKIDS will create a new row in Cases table with Case.status = ‘Active’.
   b. LAKIDS will create a new row in the Participant Status table for each case participant with a value of Status = “Active”.
   c. LAKIDS will complete the following save functions (to support subsequent processing associated with creating the Desktop display):
      i. Save the Investigation Level (as entered on the Intake - Decision tab) to Investigation.level as follows: LAKIDS will retrieve the Investigation Level from Intake.investigationUpDowngrade; if blank, LAKIDS will retrieve the Investigation Level from Intake.investigatorDecision. The Investigation Level data will be derived from the Intake that is linked to the Investigation via Investigation.OriginatingIntake_ID
      ii. Save the Investigation Response Priority (as entered on the Intake - Decision tab) to Investigation.priority as follows: LAKIDS will retrieve Response Priority from Intake.up/DowngradedTo; if blank, LAKIDS will retrieve Priority from Intake.priority. Response Priority data will be derived from the Intake that is linked to the Investigation via Investigation.OriginatingIntake_ID
5. The Approval process will ensure that all participants have a Role ≠ ‘Unidentified” (i.e., a valid Role must be identified for each case participant on the Investigation.)
6. Save processing invokes the following methods:
   a. Cases.save()
   b. Investigation.save()
   c. Role.saveParticipant()
   d. Race.saveAcceptance()
   e. Phone.saveAcceptance()
   f. EmailAddress.saveAcceptance()
   g. Address.saveAcceptance()
   h. ParticipantStatus.saveInvestigation()
7. Close processing invokes the Role.closeInvestigationParticipant() method.
8. Following approval, where Restricted Intake? = “Yes”, access to the investigation will be limited by a user’s security rights. Person and case searches by personnel not granted access to ‘restricted’ cases would not result in the related person or case being included in the search results.

2.11.5 Security

A LAKIDS User can create, read, update or delete information on the Investigation - Participants screen based on the user’s security rights within LAKIDS. The Investigation - Participants screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.12 Investigation – Relationships Pop-Up



2.12.1 Screen Overview

The Relationships pop-up screen is used to record case participant's relationships to each other. To access the Relationships pop-up screen, the user will select the button labeled "Relationships" on the Participant screen.

To establish a new relationship between two or more participants in a case, the user will select the "Insert" button, which will add a new row in the grid at the top of the pop-up and clear out the data fields. The user will select one participant as the primary person to relate others to, the relationship that will be made, and all other case participants that the relationship applies to. Each relationship between two participants will establish two rows of information in the grid at the top of the pop-up to show the relationship from each participant's perspective. For example, selecting "Ruth Doe" in the primary participant drop-down, followed by "Is the mother of" in the relationship field, and "Billy Ray Doe" and "Suzie Doe" in the participant list box will insert the following rows into the Relationships pop-up screen grid:

- Ruth Doe is the mother of Billy Ray Doe
- Ruth Doe is the mother of Suzie Doe
- Billy Ray Doe is the child of Ruth Doe
- Suzie Doe is the child of Ruth Doe

In this case, Billy Ray Doe and Suzie Doe are siblings or half-siblings. However, LAKIDS will not assume any relationship between participants in the secondary list box;

those relationships will need to be established separately. In this example, the relationship may be represented by the user entering “Billy Ray Doe” in the primary participant drop-down, followed by “Is the half-sibling of” in the relationship field, and “Suzie Doe” in the participant list box. The following relationships will be established in the grid at the top of the pop-up:

- Billy Ray Doe is the half-sibling of Suzie Doe
- Suzie Doe is the half-sibling of Billy Ray Doe

2.12.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Relationships Grid	Lists relationships that have been established between participants	
Participant:	Participant in the case; system-generated	Retrieved From: Person.firstName Person.middleName Person.lastName See Background Processing Saved To: N/A
Relationship:	The relationship between the two participants; system-generated. Examples of valid values include Mother, Father, Baby Sitter, Adoptive Parent, and Sibling.	Retrieved From: Relationship.type Saved To: N/A
Participant:	Participant in the case; system-generated	Retrieved From: Person.firstName Person.middleName Person.lastName See Background Processing Saved To: N/A

Field Label	Description	Database Mapping
Participant/Relationship Information		
Participant:	Participant in the case; user-selected drop-down; required	Retrieved From: Person table Saved To: Relationship.PartyFrom_ID
Relationship:	The relationship between the participants; user-selected drop-down; required. Examples of valid values include Mother, Father, Baby Sitter, Adoptive Parent, and Sibling.	Retrieved From: Codes Table Saved To: Relationship.type
Participant List Box:	List of participants associated with the case; user-selected list	Retrieved From: Person table Saved To: N/A
Participant Selected List Box	List of selected participants for the identified relationships. For example, the first participant could have a relationship of Mother to more than one selected participant. An individual history line will be created for each participant selected; required	Retrieved From: N/A Saved To: Relationship.PartyTo_ID

Button/Right Mouse Click Functionality	Processing
Insert	Allows the user to enter a new relationship between participants; inserts a blank row at the top of the grid and clears the data entry fields
Delete	Deletes the selected relationship between the two participants. Upon clicking the delete button, a text message box will appear asking the user “Are you sure?” Invokes Relationship.delete() method

Button/Right Mouse Click Functionality	Processing
Add	Adds the participants selected in the left box to the right one, indicating that the relationship shall be established for these participants
Remove	Removes the participants selected in the right box, indicating that the relationship shall not be established for the participants that are removed
Help	Standard Help Funtionality
Save	Initiates Save processing
Close	Standard Close processing

2.12.3 Background Processing

Screen Initiation

1. Navigation to this pop-up from the Investigation Participants tab displays relationship information associated with the case participants for the selected case on the Participants tab.
2. LAKIDS will retrieve the names previously entered into the relationship table for use in populating the participant drop-down list.
3. The relationship field in the Inset Grid will be populated with Relationship.type where Relationship.category = 'Family'.

Field-level Validations

1. Users must first enter a person as a participant on the Participants tab before the person's name will be available for selection in the Participant list box.

Other Processing

1. Any Staff Members assigned to the case are allowed to enter or update relationships for any participant in the case.
2. LAKIDS will retrieve the names previously entered into the participants' table for use in populating the participant drop-down list.
3. Relationship data is stored for both active and inactive case participants. Changing a participant's status in a case does not erase relationship information
4. When multiple participants are selected on one side of a relationship, a relationship is established for each participant in each direction (as described in the Screen Overview above).
5. Highlighting a row in the Grid Box will result in that row's information being available to the User in the Edit mode.
6. When the LAKIDS User selects Insert button, a blank line is added to the Relationships group box.

7. When the LAKIDS User selects a relationship line item and selects Delete, the selected relationship is removed from the screen and deleted from the Relationship table.
8. Upon clicking the "Delete" button, a text message box will appear asking the user "Are you sure?".

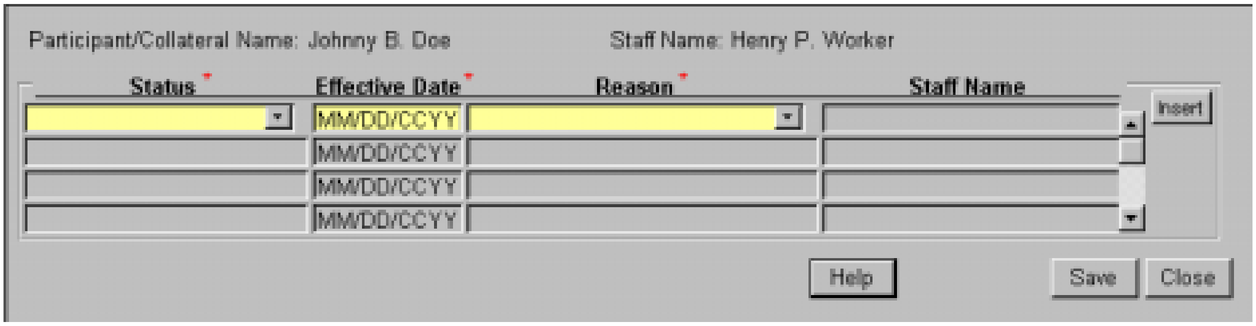
2.12.4 Save Processing

1. The 'Participant' fields are required fields for both sides of the relationship that must be populated before this screen can be Saved. Upon save, LAKIDS will ensure Investigation Participants have been selected for both sides of a relationship. Error: 'Investigation Participants must be entered for this relationship.'
2. The 'Relationship' field is required when Investigation participants are selected. Upon save, LAKIDS will ensure a relationship has been selected. Error: 'Relationship must be entered for this investigation.'
3. Save processing invokes the Relationship.save() method.

2.12.5 Security

A LAKIDS User can create, read, update or delete information on the Relationships pop-up screen based on the user's security rights within LAKIDS. The Relationships pop-up screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.13 Investigation: Participant/Collateral Status Update Pop-Up



2.13.1 Screen Overview

The Participant/Collateral Status Update pop-up screen functions to record status changes of the participant in the case. Examples of participant statuses in a case may include active, inactive, deleted and expunge.

To update a participant 's status, the user will select the "Participant/Collateral Status Update" button on the Participants tab . Similary, to update a collateral's status, the user will select the "Participant/Collateral Status Update" button on the Collaterals tab The participant or collateral highlighted in the header at the time the button is selected will be displayed at the top of the Participant/Collateral Status Update pop-up. To update this participant or collateral's status, the user selects the "Insert" button in the status grid. A new record with empty fields (for the editable fields) is added above the previous records for the user to enter the status change. For example, if a participant is no longer active in the case, the user would select the value "Inactive/Out-Of-The-Home" from the Status drop-down box and select the reason for deactivation from the Reason field. Similarly, if a participant or collateral moved from the client's residence, the status would be changed from ""Active/In-The-Home" to "Active/Out-Of-The-Home". The user will also be responsible for entering the Effective Date of the change.

The associated save processing will result in the status being updated on the Participants screen to the value of "Inactive/Out-Of-The-Home".
To reactivate a person within LAKIDS, the staff member will select a value such as "Active/In-The-Home" from the Status drop-down box.

If a person was included in the case as a result of an error, then the staff member can select the value of "Delete" from the Status drop-down box and remove that person from further association with the case. A participant may not be deleted if they have been involved in any aspect of the case. For example, a participant showed as being involved in a social assessment, or being a participant in a legal action will not be able to be deleted until the records are updated on that assessment and/or legal action to show that they were not involved. Delete functionality should only be used when a person has been added as a participant or collateral in a case by mistake, and has had no involvement and will have no personal involvement in the case. If the user attempts to delete a participant that has any personal history in the case as described above, an error will instruct the user that the person may not be deleted until all records of the person's involvement in the case is first corrected.

Updating a case participant or collateral's status to 'Delete' will result in LAKIDS deleting the link between the participant/collateral and the case. Deleted participants will not be deleted from Person Management. To activate a participant that has been deleted, the participant or collateral would have to be re-established as would any new participant/collateral: by searching for them and selecting a role. Refer to the *Person Management* design for elaboration on person records and previous case association.

An Investigation Worker would expunge a participant from the Investigation displays by updating the status of the participant on the Participant/Collateral Status Update pop-up screen to "Expunge". Refer to the *Expunge and Purge* topic paper for additional information on the process of expunging participants from LAKIDS.

2.13.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Header Row		
Participant/Collateral Name	Name of the case participant or collateral; view only	Retrieved From: Person.firstName Person.middleName Person.lastName Saved To: N/A

Field Label	Description	Database Mapping
Staff Name	Name of the staff member currently logged into LAKIDS; view only	Retrieved From: Person.firstName Person.middleName Person.lastName Saved To: N/A
Status History Grid Box		
Status	The participant or collateral's status effective in the given time frame; user-selected drop-down; required	Retrieved From: Codes Table Saved To: ParticipantStatus.status
Effective Date	The date that the new status is created in LAKIDS for the participant or collateral; user-entered;	Retrieved From: system clock Saved To: ParticipantStatus. effectiveDate
Reason	Reason for the change in status; user-selected drop-down; required	Retrieved From: Codes Table Saved To: ParticipantStatus.reason
Staff Name	Name of the staff member that changed the status; system-derived field; view only	Retrieved From: Person.firstName Person.lastName See Background Processing Saved To: ParticipantStatus. partyCreated_ID

Button/Right Mouse Click Functionality	Processing
Insert	Allows the user to change the participant or collateral's status in the case; Inserts a blank row at the top of the grid
Help	Standard Help Functionality

Button/Right Mouse Click Functionality	Processing
Save	Standard Save processing Invokes ParticipantStatus.delete() method
Close	Standard Close processing

2.13.3 Background Processing

Screen Initiation

1. Navigation to this pop-up from the Investigation Participants tab or Collaterals tab displays a history of the status for the selected case participant or collateral for the selected case on the Participants tab or Collaterals tab.
2. The status information will be sorted from most recent to least recent effective date.

Field Level Validations

1. Effective Date must be equal to or less than the current system date. Error: " Effective Date cannot be a future value."

Other Processing

1. Upon inserting a new row, the Staff Name field will be automatically populated with the name of the staff member currently logged into the system that is changing the status of the participant.
2. The status drop-down values will be filtered to include those applicable to investigation case participants or collaterals.
3. After saving a new record in the Status Group Box, the record will not be able to be changed or deleted.
4. Following save processing, the user will be returned to the Investigation Participants tab and the Status value displayed under the name on this tab will reflect the new value.

2.13.4 Save Processing

1. Save processing invokes the following edits:
   a. The 'Status' field is required before this screen can be Saved. Error: 'A Status value must be entered for this investigation participant.'
   b. The 'Effective Date' field is required before this screen can be saved. Upon save, LAKIDS will ensure an effective date has been entered. Error: "An Effective Date must be entered for this participant."

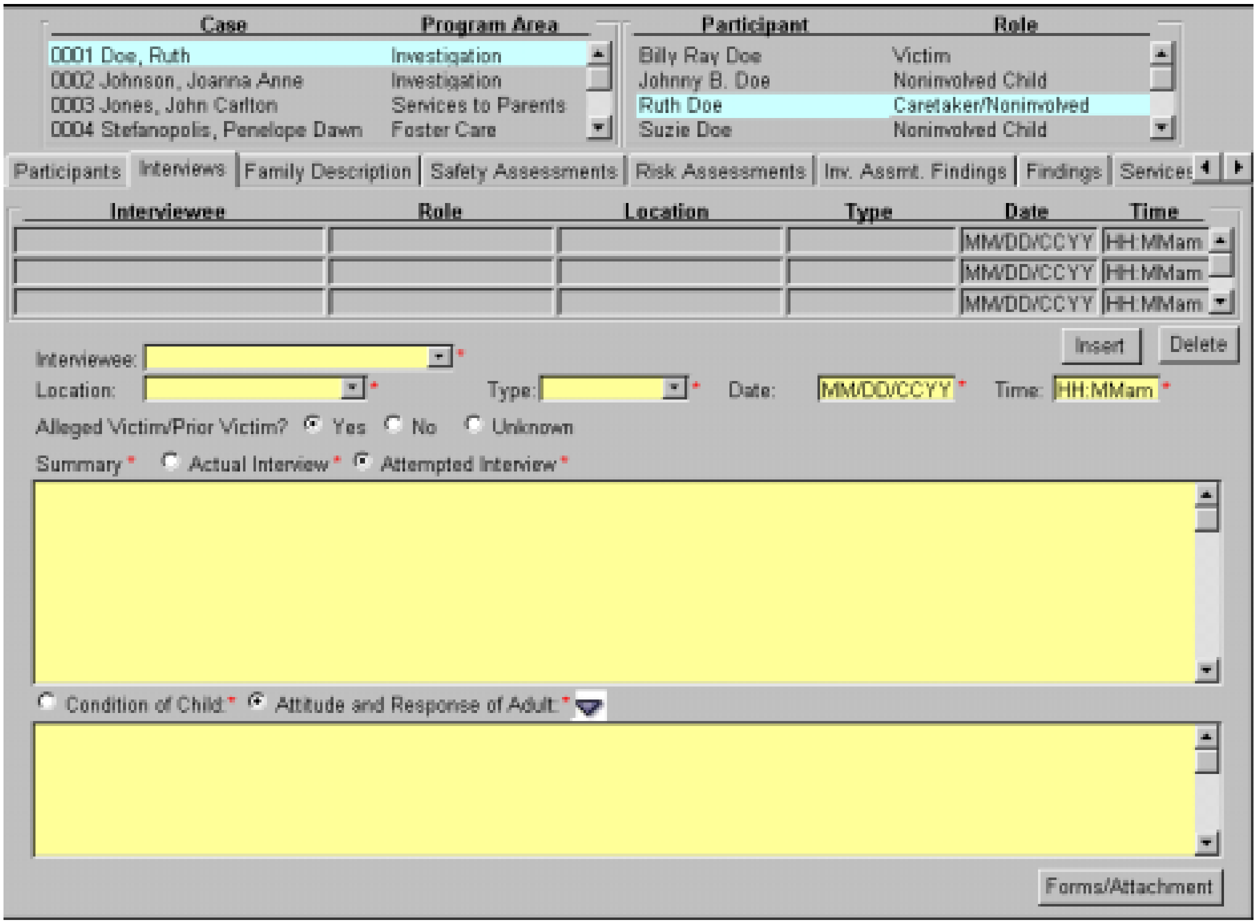
c. The ‘Reason’ field is required before this screen can be saved. Error: ‘A Reason must be entered for this investigation participant.’
d. When the Status = ‘Delete’, LAKIDS will evaluate the selected participant to identify any other relationships the participant may have to other aspects of the case. When no other relationships are identified, the participant is deleted from the case display and the link between the participant and the investigation case are marked as inactive. When other relationships are identified, an error message will be displayed: “Case participant cannot be deleted due to involvement in case.”

2. Save processing invokes the ParticipantStatus.save() method.

2.13.5 Security

A LAKIDS User can create, read, update or delete information on the Participant/Collateral Status Update screen based on the user’s security rights within LAKIDS. The Participant/Collateral Status Update screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.14 Investigation – Interviews Tab



2.14.1 Screen Overview

The Investigation Interview screen is where the Investigation Worker records details of each participant interview required to complete the investigation. The Interviewee field drop-down is populated with the participant's names. The attempts to interview as well as Date and Time of the Interview are captured on this tab for compliance and legal tracking purposes.

The summary area allows the Investigation Worker to document in narrative form the information exchanged, any observations about the Interviewee and specific statements made by the participant being interviewed.

For adult participants in an Intake, the Investigation Staff Member selects the Attitude and Response of Adult radio button to summarize the adult's response to the allegations associated with this Intake, and the related commitment to protect or care for the child(ren) involved. When the Investigation Worker selects the Condition of Child radio button, the associated summary may be captured for each child.

2.14.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Main Interview History Grid		
Interviewee	The person being interviewed; view only	Retrieved From: Inteviewee.interviewee Saved To: N/A
Role	The role of the interviewee on the case as defined on the Investigations - Participant tab; view only	Retrieved From: Role.role (See background processing) Saved To: N/A
Location	Location the interview took place; view only	Retrieved From: Interviewee.location Saved To: N/A
Type	Type of interview; view only	Retrieved From: Interviewee. typeOfInterview Saved To: N/A

Field Label	Description	Database Mapping
Date	Date of interview; view only	Retrieved From: Interviewee. interviewDate Saved To: N/A
Time	Time of interview; view only	Retrieved From: Interviewee. interviewTime Saved To: N/A
Interview Information		
Interviewee	The person being interviewed. User-selected drop-down list. Participants associated with the case will be visible on the drop-down list; required	Retrieved From: Person.firstName Person.middleName Person.lastName Saved To: Interviewee.interviewee
Location	Location the interview took place; user-selected drop-down; required. Examples of some valid values include Interviewee's Home, School, OCS Office, and Doctor's Office. If Other (specify) is selected, additional information should be entered in a comments field.	Retrieved From: Codes Table Saved To: Interviewee.location
Type	Type of interview; user-selected drop-down; required. Valid values include In-Person, Telephone, and Written.	Retrieved From: Codes Table Saved To: Interviewee. typeOfInterview
Date	Date of interview; defaults to current date; user-editable; required	Retrieved From: System clock Saved To: Interviewee. interviewDate

Field Label	Description	Database Mapping
Time	Time of interview; user-entered text field; required	Retrieved From: System clock Saved To: Interviewee. interviewTime
Alleged Victim / Prior Victim?	Identifies if the alleged victim was a validated prior victim; user-selected radio button; required	Retrieved From: N/A Saved To: Interviewee. allegedOrPriorVictim
Actual Interview	Indicates that the interview occurred. Radio button; user-selected; a selection is required	Retrieved From: N/A Saved To: Interviewee. actualInterview?
Attempted Interview	Indicates that the interview as attempted but did not occur. Radio button; user-selected; a selection is required	Retrieved From: N/A Saved To: Interviewee. actualInterview?
Summary	Summary of interview or attempted interview; user-entered text; required	Retrieved From: N/A Saved To: Interviewee. interviewSummary
Condition of Child / Attitude and Response of Adult	Indicates that the following summary information pertains to either the condition of the child, or the attitude and response of the adult. Radio button; user-selected; a selection is required	Retrieved From: N/A Saved To: Interviewee. conditionOfChild? or Interviewee. responseOfAdult?

Field Label	Description	Database Mapping
Summary	Summary of observations of the interview; user-entered text; required	Retrieved From: N/A Saved To: Interviewee.commentsConditionOfChildAttitudeOfAdult

Button/Right Mouse Click Functionality	Processing
Insert	Clears the data entry fields for a new entry
Delete	Deletes the current row. Upon clicking the delete button, a text message box will appear asking the user "Are you sure?" Invokes Interviewee.delete() method
Forms/Attachments	Opens the standard Forms/Attachments pop-up screen so that the user may generate forms, view previously generated forms, attach files, and view previously attached files

2.14.3 Background Processing

Screen Initiation

1. Navigation to this tab from other Investigation tabs will display case participants that have been interviewed in the selected investigation in the Interviewee Grid Box.
2. The investigation records will be sorted by date with the most recent at the top of the grid box.

Field Level Validations

None

Other Processing

1. Only one radio button may be selected in each of following sets of radio buttons:
   a. 'Alleged Victim/Prior Victim'
   b. 'Actual Interview or Attempted Interview'
   c. 'Condition of Child' or 'Attitude and Response of Adult'

2. Date will default to system clock value.
3. All case participants and collaterals will be available in the ‘Interviewee’ drop-down list.
4. Upon clicking the “Delete” button, a text message box will appear asking the user “Are you sure?”.

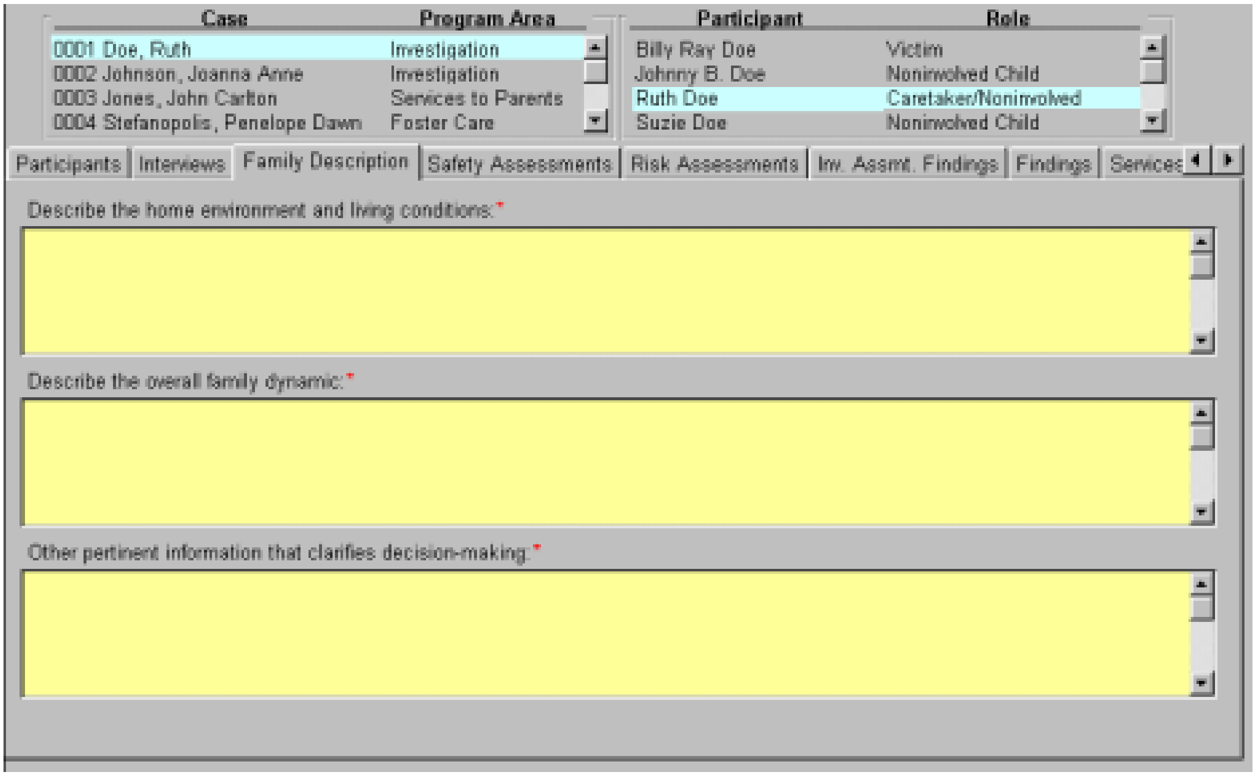
2.14.4 Save Processing

1. Save processing implements the following edits:
   a. Interviewee is a required field that must be completed prior to save of a new interview. Error: “Interviewee must be selected from case participant drop-down list.”
   b. Location is a required field that must be completed prior to save of a new interview. Error: “Location must be selected from drop-down list.”
   c. Type is a required field that must be completed prior to save of a new interview. Error: “Type must be selected from drop-down list.”
   d. Date is a required field that must be completed prior to save of a new interview. Error: “Date of interview must be provided.”
   e. Time is a required field that must be completed prior to save of a new interview. Error: “Time of interview must be provided and in the format of HH:MMam.”
   f. ‘Alleged Victim/Prior Victim?’ is a required field. One value must be selected prior to save of a new interview. Error: “A value must be selected for ‘Alleged Victim/Prior Victim?’ field.”
   g. ‘Actual Interview or Attempted Interview’ is a required field. One value must be selected prior to save of a new interview. Error: “A value must be selected for ‘Actual Interview or Attempted Interview’ field.”
   h. ‘Summary’ is a required field that must be completed prior to save of a new interview. Error: “Summary text of the interview must be provided.”
   i. ‘Condition of Child’ or ‘Attitude and Response of Adult’ radio buttons are required fields and one value must be selected prior to save of a new interview. Error: “Either ‘Condition of Child’ or ‘Attitude and Response of Adult’ radio button must be selected.”
   j. ‘Summary’ is a required field that must be completed prior to save of a new interview. Error: “Summary text discussing condition of child or attitude of adult must be provided.”
2. Save processing invokes the Interviewee.save() method.

2.14.5 Security

A LAKIDS User can create, read, update or delete information on the Investigation - Interview screen based on the user’s security rights within LAKIDS. The Investigation - Interview screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.15 Investigation – Family Description Tab



2.15.1 Screen Overview

During an Investigation, the Staff Member must visit the Family's home to make an assessment of the home environment and the living conditions. The Investigation Family Description screen is used by the Investigation Worker to document related findings in narrative form.

A summary of the overall family dynamic is captured for use during the Investigation and for historical purposes should a case be opened in the Family Services or Foster Care program area or in a subsequent investigation. The last text box, Other Pertinent Information clarifies decision-making and is a place for the Investigation Staff Member to capture additional observations to justify the pending decision on the Investigation.

2.15.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Describe the home environment and living conditions	Description of the home environment and the living conditions of the home; user-entered text; required	Retrieved From: N/A Saved To: Investigation. livingConditionsDescription
Describe the overall family dynamic	Description of the overall family dynamic; user-entered text; required	Retrieved From: N/A Saved To: Investigation. familyDynamicDescription
Other pertinent information that clarifies decision-making	Description of supporting logic used for decision; user-entered text; required	Retrieved From: N/A Saved To: Investigation. otherDescriptions

Button/Right Mouse Click Functionality	Processing
None	

2.15.3 Background Processing

Screen Initiation

None

Field Level Validations

None

Other Processing

None

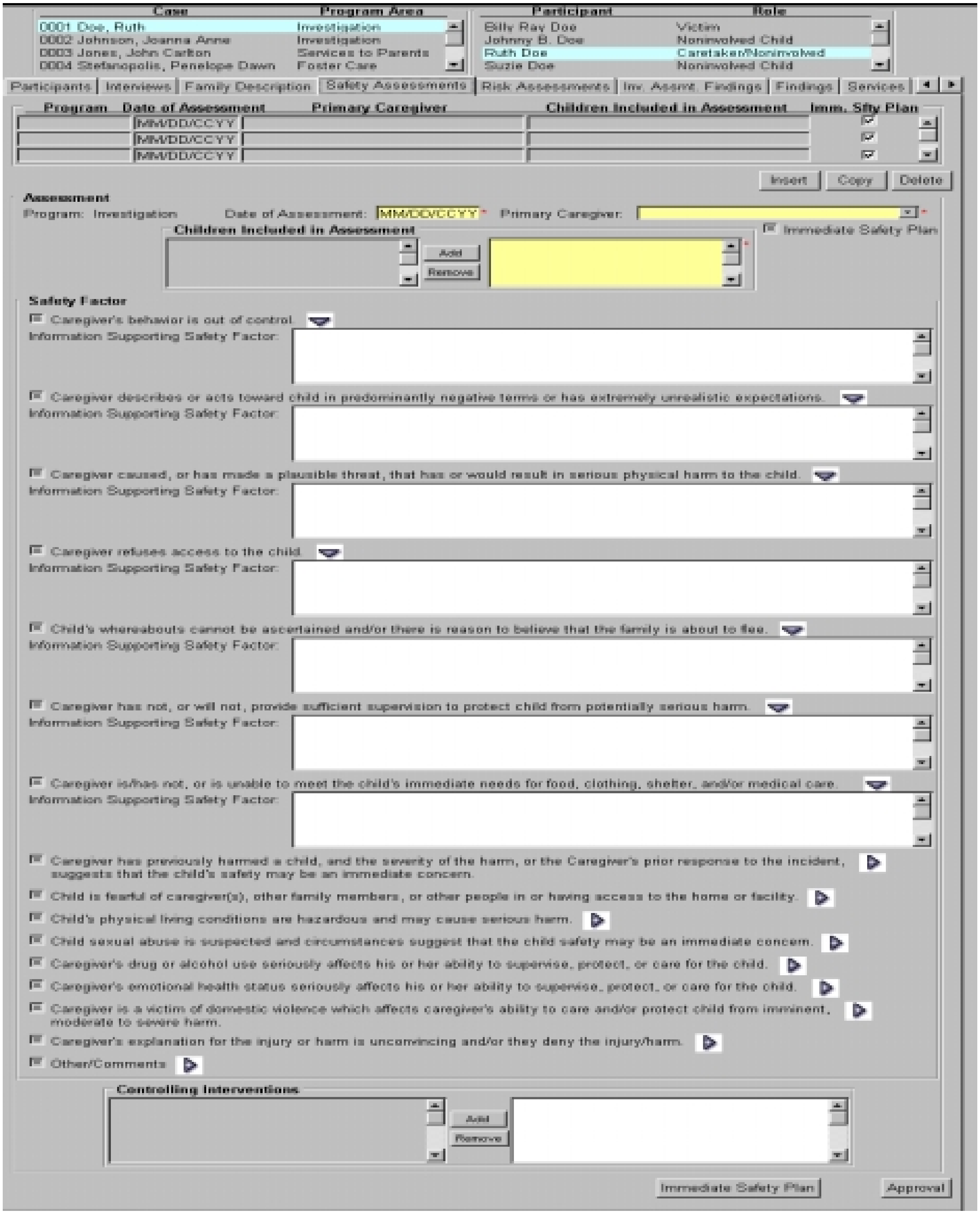
2.15.4 Save Processing

1. All three text boxes are required fields that must be completed prior to approval of the Investigation. Error: “All text boxes must be populated as a result of home visit.”
2. Prior to final approval of the investigation, LAKIDS invokes the Investigation.approveFamilyDescription() method.

2.15.5 Security

A LAKIDS User can create, read, update or delete information on the Investigation - Family Description screen based on the user’s security rights within LAKIDS. The Investigation - Family Description screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.16 Investigation – Safety Assessments Tab



2.16.1 Screen Overview

The Safety Assessment screen is used to document information gathered while an OCS Investigation Worker performs a safety assessment for a family. A single safety assessment may include multiple child participants, but is limited to a single caregiver. The safety factors are represented separately; the user will select the ones that apply by checking the checkbox for each, and then filling in the information supporting the safety factor in the given text boxes. Whereas an Investigation Worker may save the safety assessment at any time provided that they complete all required fields, supervisor approval is required before it can be finalized. Approvals are initiated by selecting the "Approval" button at the bottom of the screen.

A safety assessment is documented first by selecting the "Insert" button, which will create a new row at the top of the safety assessment grid, and blank out all data fields. "Date of Assessment" is a required field that will default to the current system date. "Primary Caregiver" is also a required field, and will default to the participant having the role of "Principal Parent/Caregiver" if any case participants have that role. The user may select one or more child case participants to include in the assessment. Only child case participants will be listed in the "Children Included in Assessment" multi-select box.

All of the safety factor comment boxes will be minimized when the Investigation Worker first accesses the Safety Assessments screen, as depicted by the last few safety factors in the previous picture. If any safety factors are applicable to the current assessment, the user will check the associated checkbox. Upon doing this, the text box for the selected safety factor will be enabled and displayed, as depicted by the first few safety factors in the previous picture. If a safety factor has been checked, the field containing information supporting the safety factor becomes required, and must be populated with data before the user saves the assessment.

The Investigation Worker may show and hide comment boxes for selected safety factors as necessary by selecting the data toggle for that safety factor (the blue arrow with the '+' or '-' symbol in it). If the arrow faces down, all of the information will be displayed that the arrow is defined to; if the arrow faces to the right, only the label that the arrow is defined to will be displayed. The toggle may be turned up and right by clicking on it. If there is data present in the field that the data toggle is defined to, it will be red in color rather than blue.

If an Immediate Safety plan applies to the assessment, the pop-up on which the Investigation Worker documents the plan may be accessed via the "Immediate Safety Plan" button. The view only "Immediate Safety Plan" checkbox will be automatically checked by the system if an ISP has been entered for the safety assessment that is currently displayed.

2.16.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Assessment grid	Lists safety assessments that have been documented for the case	
Program	Program area that the assessment was completed in; view only	Retrieved From: AssessmentEvent.program Saved To: N/A
Date of Assessment	Date the assessment was completed; view only	Retrieved From: AssessmentEvent. assessmentDate Saved To: N/A
Primary Caregiver	Name of the primary caregiver selected at the time of the assessment; view only	Retrieved From: EventParticipant.Person_ID (See Background Processing) Saved To: N/A
Children Included in Assessment	All of the children the assessment includes; view only	Retrieved From: EventParticipant.Person_ID (See Background Processing) Saved To: N/A

Field Label	Description	Database Mapping
Imm. Sfty Plan	Signifies that an immediate safety plan is associated with the assessment, when checked; view only	Retrieved From: ImmediateSafetyPlan (ISP). SafetyAssessment_ID (See Background Processing) Saved To: N/A
Assessment Group Box	Contains information for the assessment	
Program	Program area that the assessment is being entered in; system derived; view only	Retrieved From: Cases.program Saved To: AssessmentEvent.program
Date of Assessment	The date the assessment took place; defaults to current system date; user-editable; required	Retrieved From: N/A Saved To: AssessmentEvent. assessmentDate
Primary Caregiver	Name of the primary caregiver at the time of the assessment; user-selected drop-down; defaults to the participant with the role “Principal Parent/Caregiver” when applicable; required	Retrieved From: Person table Saved To: EventParticipant.Person_ID (See Background Processing)
Immediate Safety Plan	When checked, signifies that an immediate Safety plan is associated with the assessment; system derived to be checked if an ISP exists for the safety assessment; view only	Retrieved From: ImmediateSafetyPlan (ISP). SafetyAssessment_ID (See Background Processing) Saved To: N/A
Children Included in Assessment Group Box		
Children Included in Assessment List Box	List of the child participants in the case; view only	Retrieved From: Person table Saved To: N/A

Field Label	Description	Database Mapping
Children Included in Assessment Selected List Box	Child participants selected for inclusion in the assessment; user-selected multi-select; required	Retrieved From: N/A Saved To: EventParticipant.Person_ID
Safety Factor Group Box	Documented results of the safety assessment	
Caregiver’s behavior is out of control	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. caregiverBehavior?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. caregiverBehaviorNotes
Caregiver describes or acts towards child…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. caregiverExpectations?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment.caregiver ExpectationsNotes
Caregiver caused, or made plausible threat…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. caregiverThreat?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. caregiverThreatNotes

Field Label	Description	Database Mapping
Caregiver refuses access to the child	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. caregiverRefusesAccess?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. caregiverRefusesAccessNotes
Child's whereabouts cannot be ascertained and/or there is reason to believe…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. childWhereabouts?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. childWhereaboutsNotes
Caregiver has not, or will not, provide sufficient supervision to protect child…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. caregiverSupervision?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. caregiverSupervisionNotes
Caregiver is/has not, or is unable to meet the child's immediate needs…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. caregiverChildNeeds?

Field Label	Description	Database Mapping
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. caregiverChildNeedsNotes
Caregiver has previously harmed a child…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. caregiverHarmChild?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. caregiverHarmChildNotes
Child is fearful of caregiver(s), other family members…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. childFearful?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. childFearfulNotes
Child's physical living conditions are hazardous…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. childLivingCondition?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. childLivingConditionNotes

Field Label	Description	Database Mapping
Child sexual abuse is suspected…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. childSexualAbuse?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. childSexualAbuseNotes
Caregiver's drug or alcohol use seriously affects his or her ability…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. caregiverDrugUse?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. caregiverDrugUseNotes
Caregiver's emotional health status seriously affects his or her ability…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. caregiverEmotional?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. caregiverEmotionalNotes
Caregiver is a victim of domestic violence…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. caregiverDomesticViolence?

Field Label	Description	Database Mapping
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment.caregiver DomesticViolenceNotes
Caregiver's explanation for the injury or harm is unconvincing…	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. caregiverUnconvincing?
Information Supporting Safety Factor	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. caregiverUnconvincingNotes
Other/Comments	Assessment instrument selection; user-selected checkbox	Retrieved From: N/A Saved To: SafetyAssessment. otherComments?
Other/Comments description	Description pertaining to the related safety factor; user-entered text; required if the checkbox is selected	Retrieved From: N/A Saved To: SafetyAssessment. otherNotes
Controlling Interventions List Box	List of all possible controlling interventions; view only	Retrieved From: Codes table Saved To: N/A
Controlling Interventions Selected List Box	Controlling interventions that apply to the assessment; user-selected multi-select	Retrieved From: N/A Saved To: ControllingInterventions. controllingIntervention

Button/Right Mouse Click Functionality	Processing
Immediate Safety Plan	Displays the Immediate Safety Plan pop-up screen allowing the user to create an ISP for the safety assessment
Insert	Allows the user to enter a new safety assessment; inserts a blank row at the top of the grid and clears the data entry fields
Copy	Functions the same as the Insert button, only copies all information for the selected safety assessment into the newly created one
Delete	Deletes the selected safety assessment. Upon clicking the delete button, a text message box will appear asking the user "Are you sure?" Invokes following methods: a. SafetyAssessment.delete() b. EventParticipant.delete() c. ControllingInterventions.delete() d. AssessmentEvent.delete()
Add (Children in Assessment List Box)	Adds the children selected in the left box to the right one, indicating that the children apply to the safety assessment
Remove(Children in Assessment List Box)	Removes the children selected in the right box, indicating that the safety assessment does not apply to the children that are removed
Add (Controlling Interventions List Box)	Adds the Controlling Interventions selected in the left box to the right one, indicating that the Controlling Interventions apply
Remove(Controlling Interventions List Box)	Removes the Controlling Interventions selected in the right box, indicating that the Controlling Interventions do not apply that were removed
Approval	Displays the approval screens for the safety assessment. Refer to the *Approvals* design for more information regarding approvals. Invokes SafetyAssessment.approval method

2.16.3 Background Processing

Screen Initiation

1. Navigation to this tab from other Investigation tabs will display a history of assessments in the inset grid sorted by date, the most recently completed first. When a historical assessment is selected by highlighting the grid row, the selected assessment data will populate the screen.

Field Level Validations

None

Other Processing

1. The Primary Caregiver drop-down will present case participants that have been assigned a Role = “Primary Caregiver” on the Investigation Participants tab.
2. The primary caregiver for a safety assessment is EventParticipant.Party_ID for the assessment where type is SafetyAssessmentCaregiver
3. LAKIDS will display the children case participants in the “Children included in Assessment” multi-select list for selection by the Worker doing the assessment.
4. The children included in a safety assessment is EventParticipant.Party_ID for the assessment where type is SafetyAssessmentParticipant
5. The Immediate Safety Plan checkbox will be automatically checked by the system when the Immediate Safety Plan Pop-Up has been accessed and an ISP has been generated.
6. When a selection is made from the Assessment instrument, the data toggle expands to show < text field> associated with the assessment statement. Supporting text is required for any selected assessment statement.
7. LAKIDS will display the children case participants in the “Children included in Assessment” multi-select list for selection by the Worker doing the assessment.
8. Text boxes will be enabled and displayed for a selected safety factor when the associated checkbox is selected.
9. The Insert, Copy and Delete command buttons will be enabled until the Safety Assessment is approved. Once approved, the Safety Assessment and associated Immediate Safety Plan, if applicable, cannot be changed.
10. Upon clicking the “Delete” button, a text message box will appear asking the user “Are you sure?”.

2.16.4 Save Processing

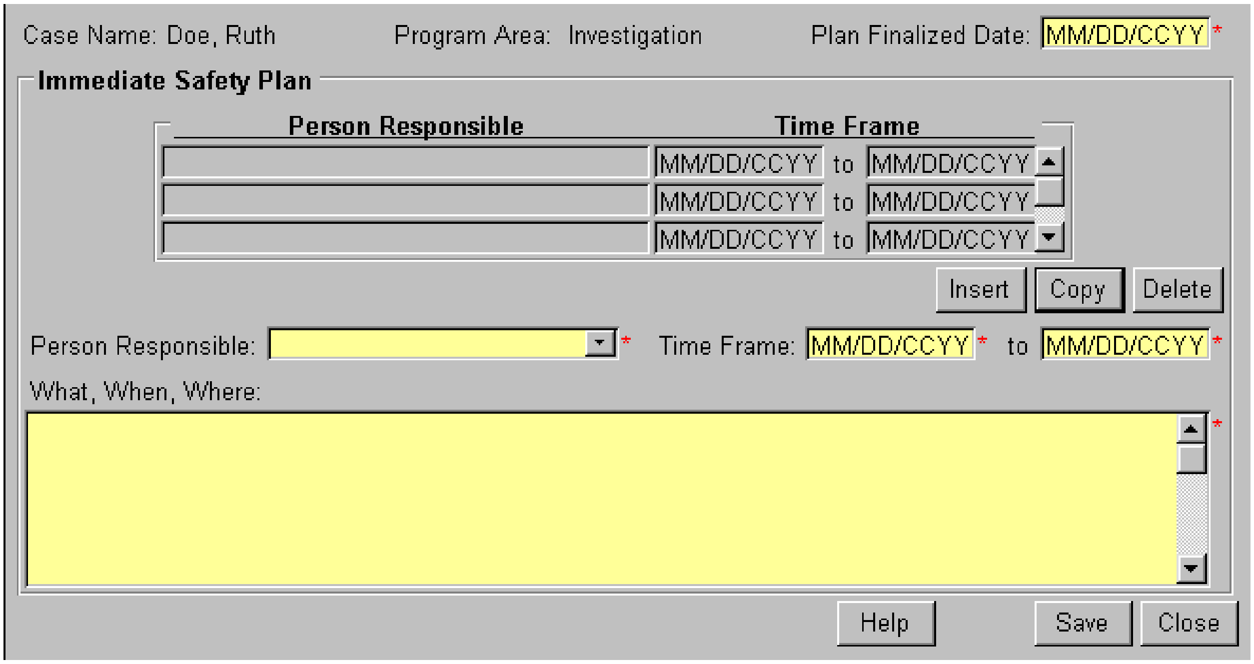
1. Save processing invokes the following edits:
    a. ‘Date of Assessment’ is a required field that must be completed prior to save for new assessments. Error: “Date of Assessment must be provided.”
    b. ‘Primary Caregiver’ is a required field that must be completed prior to save for new assessments. Error: “Primary Caregiver must be identified.”
    c. A Safety Assessment must include at least one child in the ‘Children Included in Assessment’ List Box. Error: “At least one child must be selected for this Safety Assessment.”
2. If a safety factor has been checked, the associated text box for each safety factor must be completed prior to Approval. Error: “Supporting documentation is required for selected checkbox.”
3. Save processing invokes the following methods:
    a. SafetyAssessment.save()

b. EventParticipant.save()
c. ControllingInterventions.save()
d. AssessmentEvent.save()

2.16.5 Security

A LAKIDS User can create, read, update or delete information on the Safety Assessment screen based on the user's security rights within LAKIDS. The Safety Assessment screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.17 Investigation – Immediate Safety Plan Pop-Up



2.17.1 Screen Overview

The Immediate Safety Plan pop-up screen is used to document an Immediate Safety Plan, if the staff member performing the safety assessment determines that one is necessary to keep the children in the home safe and to keep the family unit intact. Only one Immediate Safety Plan may be entered per safety assessment, but multiple tasks may be given to any number of case participants in each plan.

If at least one ISP task is documented and saved on the Immediate Safety Plan pop-up screen, the “Immediate Safety Plan” checkbox will be automatically checked by the system on the Safety Assessments tab for the corresponding assessment. Before the user may save an ISP and close the pop-up, at least one task must be entered, and the required “Plan Finalized Date” must be populated. To exit the pop-up without saving a plan, the user simply selects the “Close” button.

The user will document each task that is given each assessment participant. The “Person Responsible” drop-down contains all case participants, not just all assessment participants. In addition, this drop-down will include the OCS staff member having the primary assignment to the current case. This will allow the user to select participants responsible for tasks that are may not be child participants in the assessment or identified as the primary caregiver. Every Immediate Safety Plan must have at least one task associated with it. For every task entered, the user must enter a “From” and “To” date, and an explanation of the task itself.

2.17.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Case Name	The case that the ISP applies to; system derived; view only	Retrieved From: Cases.caseName Saved To: N/A
Program Area	The program area under which the ISP is being documented; system derived; view only	Retrieved From: AssessmentEvent.program Saved To: N/A
Plan Finalized Date	Date the Plan was finalized; defaults to current system date; user-editable; required	Retrieved From: N/A Saved To: ImmediateSafetyPlan(ISP). planFinalizedDate
Immediate Safety Plan Group Box	Contains details regarding actions necessary to comply with the ISP	
Immediate Safety Plan Grid Box	Displays tasks for the plan, listed by the person responsible	
Person Responsible	The case participant responsible for the specific action identified in the Safety Plan; view only	Retrieved From: ISPParticipant.responsiblePerson Saved To: N/A
Time Frame (from)	The “from” date from which the task must occur; view only	Retrieved From: ISPParticipant.dateFrom Saved To: N/A

Field Label	Description	Database Mapping
Time Frame (to)	The “to” date to which the task must occur; view only	Retrieved From: ISP Participant.dateTo Saved To: N/A
Immediate Safety Plan Information		
Person Responsible	The case participant responsible for the specific action identified in the Safety Plan; user-selected drop-down; required	Retrieved From: Person.firstName Person.middleName Person.lastName Saved To: ISP Participant.responsiblePerson
Time Frame (from)	The date from which the task must occur (i.e., start date of task); user-entered date; required	Retrieved From: N/A Saved To: ISP Participant.dateFrom
Time Frame (to)	The date to which the task must occur (i.e., end date of task); user-entered date; required	Retrieved From: N/A Saved To: ISP Participant.dateTo
What, When, Where	Description of Safety Plan activity that includes what needs to be done, when specific actions need to be completed, and where actions should occur; user-entered text; required	Retrieved From: N/A Saved To: ISP Participant. descriptionOfActionPlan

Button/Right Mouse Click Functionality	Processing
Insert	Allows the user to enter a new ISP task; inserts a blank row at the top of the grid and clears the data entry fields
Copy	Functions the same as the Insert button, only copies all information for the selected ISP task into the newly created one

Button/Right Mouse Click Functionality	Processing
Delete	Deletes the selected ISP task. An ISP task cannot be deleted after the Safety Assessment has been approved. Upon clicking the delete button, a text message box will appear asking the user "Are you sure?" Invoked by following methods: a. ImmediateSafetyPlan(ISP).delete() b. ISP_Participant.delete()
Help	Standard Help Funtionality
Save	Initiates Save processing
Close	Standard Close processing

2.17.3 Background Processing

Screen Initiation

1. Navigation to this tab from the Investigation – Safety Assessment tab will display the Family/Case Name as selected on the Safety Assessment tab and the Program Area as 'Investigations'.
2. The 'Plan Finalized Date' will default to the current system date.
3. The Immediate Safety Plan Grid Box will identify participants that were identified with tasks on the Immediate Safety Plan for his Family/Case.

Field Level Validations

None

Other Processing

1. The Person Responsible drop-down will contain names of all case participants and the user having the primary assignment to the current case.
2. The Insert button will create a blank row in the top of the Immediate Safety Plan Grid Box and enable the fields for data entry of the Immediate Safety Plan task. To enter a second task, the user will select Insert which will both save the newly entered task (and initiate save processes described below) and blank out the data entry fields below the grid box for entry of the second task.
3. The Copy button will create a blank row in the top of the Immediate Safety Plan Grid Box and populate the fields for data entry of the Immediate Safety Plan task. The user must change one or more of these fields before Save or an error message will be generated.
4. The Insert, Copy and Delete command buttons will be enabled until the Safety Assessment is approved. Once approved, the Immediate Safety Plan cannot be changed.

5. Upon clicking the “Delete” button, a text message box will appear asking the user “Are you sure?”.

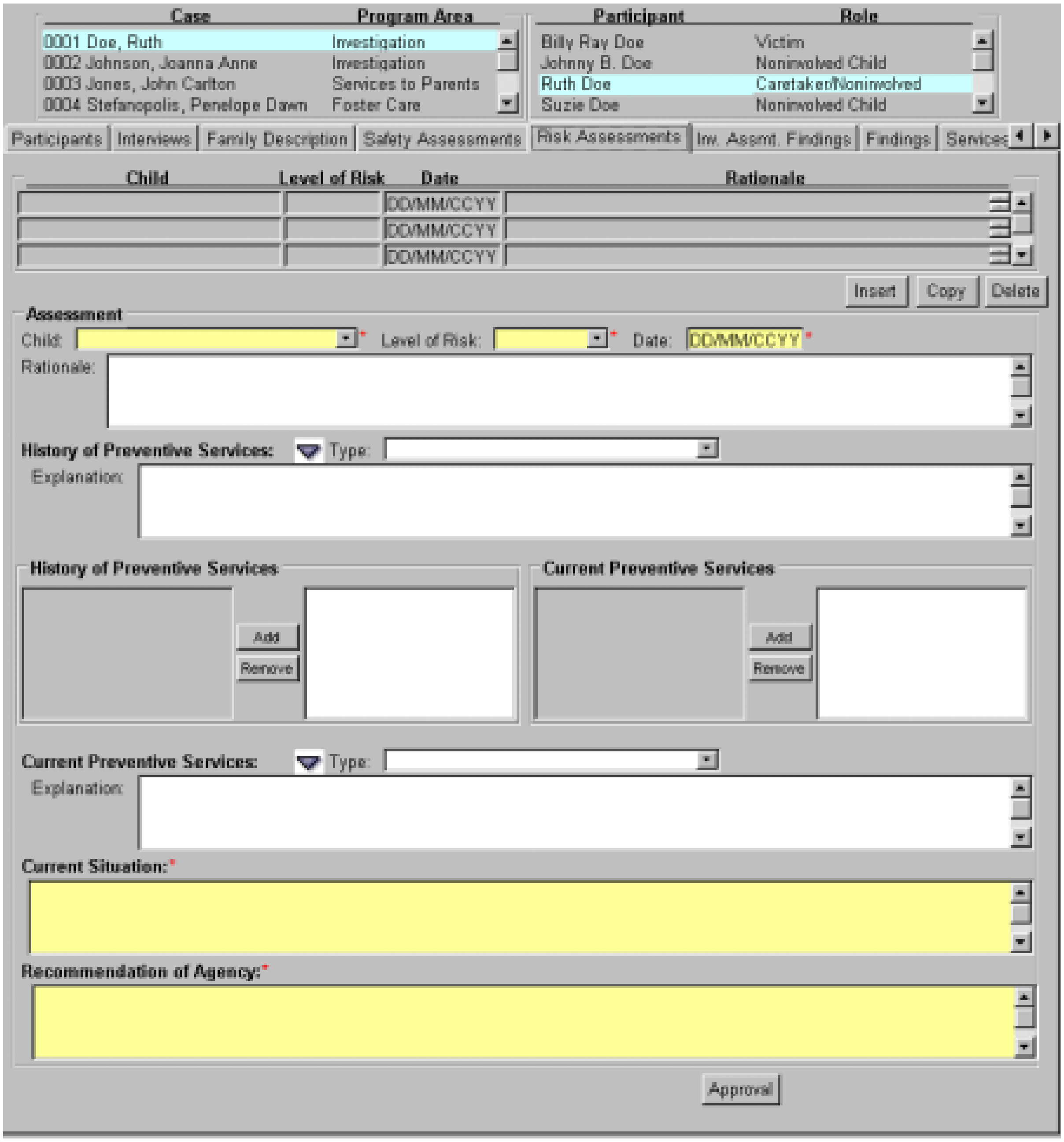
<u>2.17.4 Save Processing</u>

1. Save processing invokes the following edits:
   a. ‘Plan Finalized Date” is a required field prior to save. Error: “The Plan Finalized Date must be entered for this plan.”
   b. ‘Person Responsible’ is a required field prior to save. Error: “A case participant must be selected for this task.”
   c. ‘Time Frame’ must be completed for each task prior to save. Error: “Start and end dates for the task must be provided.”
   d. ‘What, Where, When’ must be completed prior to save. Error: “A text description of the task must be provided.”
2. Following save processing, the user will be returned to the Safety Assessment tab and the ‘Immediate Safety Plan’ checkbox on the Investigation – Safety Assessment tab will be checked.
3. Save processing invokes the following methods:
   a. ISP_Participant.save()
   b. ImmediateSafetyPlan(ISP).save()

<u>2.17.5 Security</u>

A LAKIDS User can create, read, update or delete information on the Immediate Safety Plan pop-up screen based on the user’s security rights within LAKIDS. The Immediate Safety Plan pop-up screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.18 Investigation – Risk Assessments Tab



2.18.1 Screen Overview

A separate Investigation Risk Assessment is required for each child included in the Investigation. The Investigation Risk Assessment screen is used by the Investigation Worker to enter the information required for the Investigation Risk Assessment for each child and the date of the Assessment. (The Investigation Risk Assessment is not the same as the Family Service and Foster Care Risk Assessment.) Whereas the user may save the risk assessment at any time provided that they complete all required fields, supervisor approval is required before it can be finalized. Approvals are initiated by selecting the "Approval" button at the bottom of the screen.

A risk assessment is documented first by selecting the "Insert" button under the Risk Assessment Grid Box, which will create a new row at the top of the risk assessment grid, and blank out all data fields. "Date of Assessment" is a required field that will default to the current system date. In assigning a Level of Risk, it is expected that the Investigation Worker will factor in various considerations. For example, a younger child or a child with disabilities is at greater risk for neglect than a child who is old enough to prepare food or use the telephone in an emergency, therefore each participating child's risk level must be assessed individually.   The Investigation Worker selects a level of risk for the child and documents the rationale for that risk level in the text box.

The user may show and hide comment boxes for selected risk assessment questions as necessary by selecting the data toggle for that safety factor (the blue arrow with the '+' or '-' symbol in it). If the arrow faces down, all of the information will be displayed that the arrow is defined to; if the arrow faces to the right, only the label that the arrow is defined to will be displayed. The toggle may be turned up and right by clicking on it. If there is data present in the field that the data toggle is defined to, it will be red in color rather than blue.

Included in the Risk Assessment is a listing of preventive services provided in the past and currently being provided, as well as text boxes where these services can be further described. Based on the current and historical knowledge, the Investigation Worker captures an assessment of the current situation and makes a recommendation for the agency.

2.18.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Assessment Group Box		

Field Label	Description	Database Mapping
Child	Indicates child associated with the Risk Assessment; view only	Retrieved From: Person.firstName Person.middleName Person.lastName See Background Processing Saved To: N/A
Level of Risk.	Indicates the level of risk associated with that child; view only	Retrieved From: InvestigationRiskAssessment.levelOfRisk Saved To: N/A
Date	Indicates the date of the risk assessment; view only	Retrieved From: InvestigationRiskAssessment.RiskAssessmentDate Saved To: N/A
Rationale	Indicates the comments regarding the risk assessment; view only	Retrieved From: InvestigationRiskAssessment.rationaleForLevelOfRisk Saved To: N/A
Risk Assessment Information		
Child	Child participant name; user-selected drop-down; required. List displays all children associated with this case.	Retrieved From: Person table See Background Processing Saved To: EventParticipant.Person_ID
Level of Risk	Risk level; user-selected drop-down; required. Valid values are Low, Medium, and High.	Retrieved From: Codes table Saved To: InvestigationRiskAssessment.levelOfRisk

Field Label	Description	Database Mapping
Date	Date of risk assessment; required	Retrieved From: N/A Saved To: InvestigationRiskAssessment.riskAssessmentDate
Rationale	Comments detailing the reason for the Level of Risk assignment; user-entered text	Retrieved From: N/A Saved To: InvestigationRiskAssessment.rationaleForLevelOfRisk
History of Preventive Services Explanation Box	Summary explanation of past services provided; user-entered text	Retrieved From: N/A Saved To: InvestigationRiskAssessment.pastServicesExplanation
History of Preventive Services Group Box		
History of Preventive Services List Box	List of all preventive services; view only	Retrieved From: Codes Table Saved To: N/A
History of Preventive Services Selected List Box	History of preventive services that apply to the child associated with the assessment; user-selected multi-select	Retrieved From: N/A Saved To: HistoryPreventiveServices.PreventiveService
Current Preventive Services Group Box		
Current Preventive Services List Box	List of all preventive services; view only	Retrieved From: Codes Table Saved To: N/A

Field Label	Description	Database Mapping
Current Preventive Services Selected List Box	Current preventive services that apply to the assessment; user-selected multi-select	Retrieved From: N/A Saved To: CurrentPreventiveServices.PreventiveService
Current Preventive Services Explanation	Summary explanation of current services provided; user-entered text	Retrieved From: N/A Saved To: InvestigationRiskAssessment.currentServicesExplanation
Current Situation	Summary explanation of current situation; user-entered text; required	Retrieved From: N/A Saved To: InvestigationRiskAssessment.currentSituation
Recommendation of Agency	Summary of agency recommendation; user-entered text; required	Retrieved From: N/A Saved To: InvestigationRiskAssessment.recommendationOfAgency

Button/Right Mouse Click Functionality	Processing
Insert	Allows the user to enter a new risk assessment or child-specific risk assessment; inserts a blank row at the top of the grid and clears the data entry fields
Copy	Functions the same as the Insert button, only copies all information for the selected assessment into the newly created one
Delete	Deletes the selected risk assessment or child-specific risk assessment. Upon clicking the delete button, a text message box will appear asking the user "Are you sure?" Invoked by the following methods: a. EventParticipant.delete() b. InvestigationRiskAssessment.delete()

Button/Right Mouse Click Functionality	Processing
Add (History of Preventive Services List Box)	Adds the services selected in the left box to the right one, indicating that the services were provided in the past to the child addressed in the assessment.
Remove(History of Preventive Services List Box)	Removes the services selected in the right box, indicating that they do not apply to the child addressed in the assessment.
Add (Current Preventive Services List Box)	Adds the services selected in the left box to the right one, identifying the being provided to the child addressed in the assessment.
Remove(Current Preventive Services List Box)	Removes the services selected in the right box, indicating that they do not apply to the child addressed in the assessment.
Approval	Displays the approval screens for the risk assessment. Refer to the *Approvals* design for more information regarding approvals. Invokes InvestigationRiskAssessment.approve.

2.18.3 Background Processing

Screen Initiation

1. Navigation to this tab from other Investigation tabs will display a history of Risk Assessments for the Investigation participant highlighted in the main header.
2. The Assessment Date will default to the current system date when a new assessment is initiated via the Insert button.

Field Level Validations

None

Other Processing

1. The "Insert" button under the Risk Assessment Grid Box will create a new row at the top of the Risk Assessment Grid Box , and blank out all data fields.
2. The child field drop-down list is populated with the participants identified where Role = "Victim", "Day Care Victim", "Foster Care Victim", "Restrictive Care Facility Victim", "Noninvolved Child", and "Other Involved Child".
3. The Insert, Copy and Delete command buttons will be enabled until the Risk Assessment is approved. Once approved, the Risk Assessment cannot be changed.
4. The child identified in the assessment will be identified via EventParticipant.Party_ID with a Type = RiskAssessmentParticipant.

5. Upon clicking the “Delete” button, a text message box will appear asking the user “Are you sure?”.

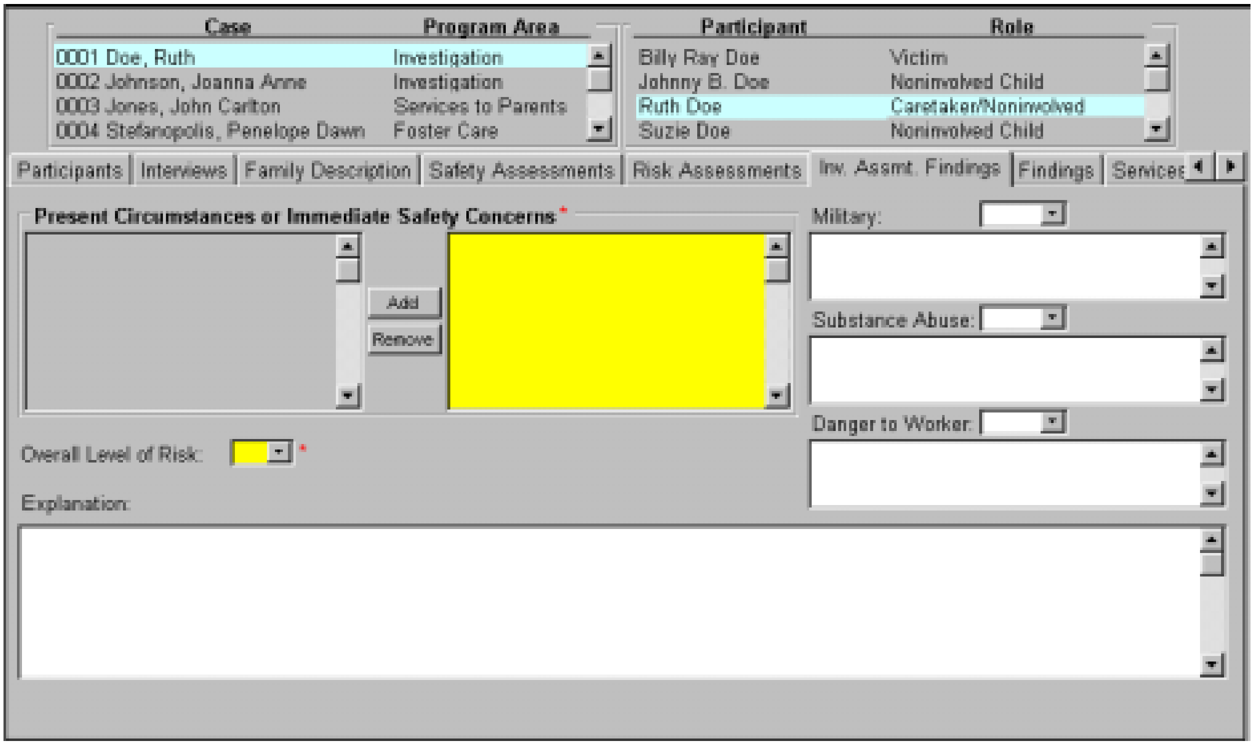
2.18.4 Save Processing

1. Save processing invokes the following edits:
   a. ‘Child’ is a required field prior to save. Error: “A child participant must be identified for this assessment.”
   b. ‘Level of Risk’ is a required field prior to save. Error: “A Level of Risk must be identified for this assessment.”
   c. ‘Date of Assessment’ is a required field prior to save. Error: “The date the assessment was completed must be provided for this assessment.”
   d. At least one ‘Type’ of preventive service that has been provided in the past must be identified prior to save if the associated ‘Explanation‘ field is populated. Error: “The Type of Preventive Service provided in the past to the child must be identified for this assessment.”
   e. At least one ‘Type’ of preventive service that is currently being provided to the child must be identified prior to save if the associated ‘Explanation‘ field is populated. Error: “The Type of Preventive Service currently being provided to the child must be identified for this assessment.”
   f. The ‘Current Situation’ of the child must be identified prior to save. Error: “The Current Situation of the child must be described for this assessment.”
   g. A ‘Recommendation of the Agency‘ must be identified prior to save. Error: “A Recommendation of the Agency must be identified for this assessment.”
2. Following save processing, the user will be returned to the Safety Assessment tab and the ‘Immediate Safety Plan’ checkbox on the Investigation – Safety Assessment tab will be checked.
3. Save processing invokes the following methods:
   a. EventParticipant.saveRiskAssessment()
   b. InvestigationRiskAssessment.save()
   c. AssessmentEvent.save()
   d. Events.save()

2.18.5 Security

A LAKIDS User can create, read, update or delete information on the Investigation - Risk Assessment screen based on the user’s security rights within LAKIDS. The Investigation - Risk Assessment screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.19 Investigation – Assessment Tab



2.19.1 Screen Overview

The Investigation Assessment Findings screen records any changes necessary to the initial intake risk assessment upon investigation. It is automatically populated with information from the Assessment screen from the intake area of LAKIDS. A drop-down list of circumstances and safety concerns provides a standardized assessment, and several text fields permit entry of narrative explanations of risk circumstances.

The Investigation Worker enters the information gathered during Investigation that is different than what was documented on intake, and any additional information gathered. Laws require that Investigations involving active-duty Military personnel be identified. When substance abuse is known within the family (including the children), the substance abuse checkbox is marked and the Investigator will enter the type of substance abuse, if known. When a family or participant has a known history of violence, the Danger to Worker field is selected. Any information detailing the nature of the violence or potential danger to the Staff Member(s) is documented in the associated text box.

As discussed previously for the Intake – Assessment tab, based on the nature of the circumstances and immediate safety concerns, and with consideration of other contributing factors as recorded on this tab, the Investigation Worker will identify a Level of Risk for the child(ren). (Note: While the Level of Risk selected in Intake is compared to pre-determined values in Table 2.5-1, there are no similar restrictions in Investigations.)

2.19.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Present Circumstances or Immediate Safety Concerns Group Box		
Present Circumstances or Immediate Safety Concerns	Display area for items selected in the multi-select drop-down. Examples of valid values include Child under age of 6 years; Child's Psychiatric/emotional problems; Child presently alone; and Caregiver's History/current substance abuse	Retrieved from: N/A (See Background Processing) Saved to: N/A
Present Circumstances or Immediate Safety Concerns Selected	Values selected by user from multi-select drop-down. "Selected" box will pre-fill with values selected on Intake – Assessment tab. User may select additional values using the Add and Remove buttons; required	Retrieved from: N/A (See Background Processing) Saved to: ImmediateSafetyConcerns. type

Field Label	Description	Database Mapping
Military	Indicator of whether there is active military involvement on the part of the Investigation participants. This field will initially default to the value selected by the Intake Worker; user may select an alternate value from drop-down	Retrieved from: N/A (See Background Processing) Saved to: IntakeAssessment.military?
Military Comments	Explanation for military involvement. This field will initially reflect text entered by the Intake Worker; user may edit text	Retrieved from: N/A (See Background Processing) Saved to: IntakeAssessment. militaryInfo
Substance Abuse	Indicator of whether there is substance abuse on the part of the Investigation participants. Valid values include Alcohol Abuse Parent, Drug Abuse Parent, Alcohol Abuse Child, and Drug Abuse Child. This field will initially default to the value selected by the Intake Worker; user may select an alternate value from drop-down	Retrieved from: N/A (See Background Processing) Saved to: IntakeAssessment. substanceAbuse?
Substance Abuse Comments	Explanation for substance abuse involvement; This field will initially reflect text entered by the Intake Worker; user may edit text	Retrieved from: N/A (See Background Processing) Saved to: IntakeAssessment. substanceAbuseInfo

Field Label	Description	Database Mapping
Danger to Worker	Indicator of whether there is any perceived danger to worker. Valid values include Yes, No, and Unknown. This field will initially default to the value selected by the Intake Worker; user may select an alternate value from drop-down	Retrieved from: N/A (See Background Processing) Saved to: IntakeAssessment. dangerToWorker?
Danger to Worker Comments	Explanation of Danger to Worker. This field will initially reflect text entered by the Intake Worker; user may edit text	Retrieved from: N/A (See Background Processing) Saved to: IntakeAssessment. dangetToWorkerInfo
Overall Level of Risk	Overall risk level assigned to the Investigation; required. Valid values include Low, Medium, and High. This field will initially default to the value selected by the Intake Worker; user may select an alternate value from drop-down	Retrieved from: N/A See Background Processing Saved to: IntakeAssessment. overallLevelOfRisk
Explanation	Supporting logic for risk level assignment. This field will initially reflect text entered by the Intake Worker; user may edit text	Retrieved from: N/A (See Background Processing) Saved to: IntakeAssessment. explanation

Button/Right Mouse Click Functionality	Processing
Add	Adds the selected value(s) to the box
Remove	Removes the selected value(s) from the box

2.19.3 Background Processing

Screen Initiation

1. Navigation to this screen from an Investigations tab displays family/case data on this screen as it was entered in Intake.
2. This screen is a copy of the Intake Assessment screen. Upon accessing this screen for the first time, LAKIDS will insert a new row in the Intake Assessment table and copy the contents of the information that was recorded in Intake into this row. This new row will be uniquely associated with the Investigation via the concurrent creation of a row in the Event Participant table that identifies this row as being associated with the Investigation. As a result, changes made on this screen will be saved to the Investigations case and will not alter the Intake case data which was frozen when the Intake was accepted.

Field Level Validations

None

Other Processing

1. Highlighting a row in the Header Group Box will result in the fields below the Grid Box being populated with the associated data in the Edit mode. Changes to these fields can be made at that time and saved via save processing (discussed below).

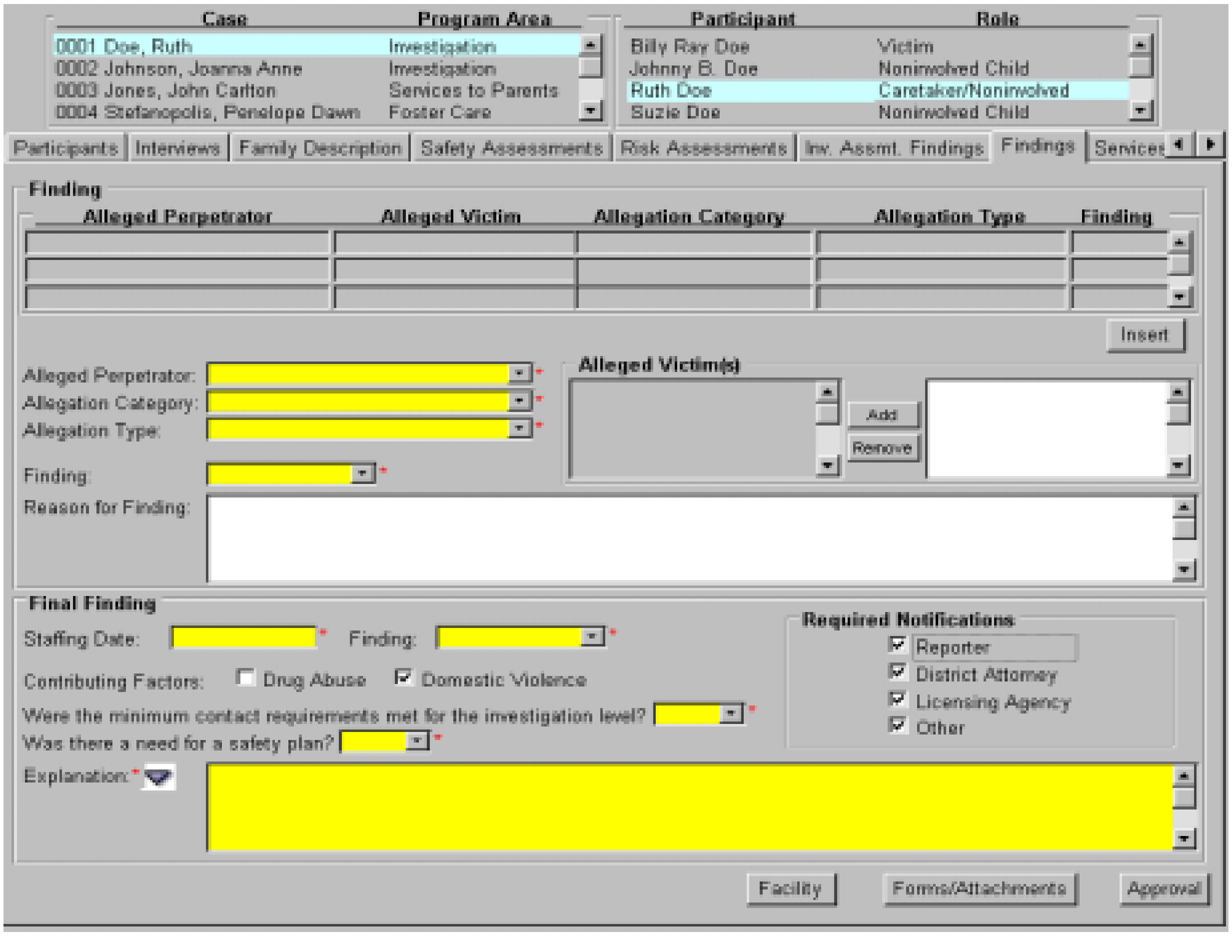
2.19.4 Save Processing

1. Save processing invokes the following edits:
   a. The ‘Present Circumstances or Immediate Safety Concerns Selected’ field must be populated. Error: ‘Present Circumstances or Immediate Safety Concerns Selected’ field must be identified.’
   b. The ‘Overall Level of Risk’ field must be populated. Error: ‘Overall Level of Risk field must be populated.’
2. Save processing invokes the following methods:
   a. IntakeAssessment.save()
   b. EvevntParticipant.saveAssessment()
   c. ImmediateSafetyConcern.save()

2.19.5 Security

A LAKIDS User can create, read, update or delete information on the Investigation – Assessment screen based on the user’s security rights within LAKIDS. The Investigation - Assessment screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.20 Investigation – Findings Tab



2.20.1 Screen Overview

During the Findings Staffing, the Investigation Worker and the Investigation Supervisor reviews each allegation associated with the case. Allegations and alleged victims cannot be deleted; but they can be dispositioned indicating the allegations are invalid. A finding is entered for each allegation. If at least one finding is valid, then the overall investigation finding is valid. This tab is also used to enter new allegations during the Investigation by clicking on the Insert button. When an Investigation is completed for a facility (i.e., a Foster Home, Group Home or a Facility), then the Facility Pop-Up is selected to capture facility specific information. (The Facility button will only be enabled when a case participant is identified with a role associated with a facility or provider.)

During the final finding staffing, each allegation will be reviewed versus each alleged victim and perpetrator. When an alleged perpetrator has more than one alleged victim listed for an allegation, and the finding is determined to be valid for each of the victims, the Investigation worker would update the Findings Group Box to reflect a Finding =

‘Valid’ adjacent to each victim associated with the allegation. However, if the finding is determined to be valid for only one or some of the victims listed, the Investigation Worker would update the Findings Group Box to reflect a Finding = ‘Valid’ or ‘Invalid’ adjacent to each victim associated with the allegation.

For cases when there is more than one alleged victim for the same alleged perpetrator, allegation category and type, LAKIDS will display a single row per combination in the inset grid.

When the investigation is complete, the Investigations Worker forwards the investigation findings to the Supervisor via the Approval button. The Supervisor will be unable to approve the investigation finding until all appropriate notifications (as defined by the allegation category, allegation type, and allegation finding) have been generated as denoted by a check in the appropriate checkbox in the Required Notifications Group Box. The appropriate forms that were designed are identified below in the Notifications button description.

2.20.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Finding Group Box		
Alleged Perpetrator	Indicates the alleged perpetrator associated with the alleged victim; view only	Retrieved From: Allegation. allegedPerpetrator Saved To: N/A
Alleged Victim	Indicates the alleged victim; view only	Retrieved From: Allegation.allegedVictim Saved To: N/A

Field Label	Description	Database Mapping
Allegation Category	Allegation Category associated with the selected alleged victim and selected alleged perpetrator; view only. Examples of valid values include medical neglect, drug/alcohol abuse, bruises, wounds, and passive abuse.	Retrieved From: Allegation. allegationCategory Saved To: N/A
Allegation Type	Allegation type associated with the selected alleged victim and selected alleged perpetrator; view only. Valid values include physical abuse, sexual abuse, neglect, and Out of Home Care	Retrieved From: Allegation.allegationType Saved To: N/A
Finding	Indicates the finding of the assessment. Values are Valid, Invalid, and Inconclusive. User-selected drop-down; view only	Retrieved From: Allegation.finding Saved To: N/A
Allegation Information		
Alleged Perpetrator	Indicates the alleged perpetrator associated with the alleged victim. Users select from alleged perpetrators associated with this case; required	Retrieved From: Person Table (where Role = Perpetrator) Saved To: Allegation. allegedPerpetrator
Allegation Category	Allegation category associated with the alleged victim and the alleged perpetrator. User-selected drop-down; required. Examples of valid values include abuse, neglect, drug/alcohol abuse, bruises, wounds.	Retrieved From: Codes Table Saved To: Allegation. allegationCategory

Field Label	Description	Database Mapping
Allegation Type	Allegation type associated with the selected alleged victim and selected alleged perpetrator; view only; required. Valid values include physical abuse, sexual abuse, neglect, and Out of Home Care	Retrieved From: N/A Saved To: Allegation.allegationType
Finding	Indicates the finding of the allegation investigation. User-selected drop-down; required. Values are Valid, Invalid, and Inconclusive.	Retrieved From: Codes Table Saved To: Allegation.finding
Reason for Finding	Indicates supporting reasons and information for finding. User-entered text; required for a valid finding	Retrieved From: N/A Saved To: Allegation. reasonForFinding
Alleged Victim Multi-Select Box		
Alleged Victim	Displays a list of all victims available for selection; view only multi-select box	Retrieved From: Person Table (where Role = Victim) Saved To: N/A
Alleged Victim(s) selected	The victims that have been selected as related to the finding; view only multi-select box	Retrieved From: N/A Saved To: Allegation.allegedVictim
Final Finding Group Box		
Staffing Date	Date Staff Member/supervisor made final finding; user-entered; required	Retrieved From: N/A Saved To: Investigation.staffingDate

Field Label	Description	Database Mapping
Finding	Indicates the overall finding of the investigation. User-selected drop-down; required. Examples of valid values are Valid; Invalid; Inconclusive; and Client Non-Cooperative	Retrieved From: Codes Table Saved To: Investigation.finalFinding
Contributing Factors - Drug Abuse	Indicates that drug abuse was a contributing factor to the allegation; user-selected checkbox	Retrieved From: N/A Saved To: Investigation.contributingFactorDrugAbuse?
Contributing Factors - Domestic Violence	Indicates that domestic violence was a contributing factor to the allegation; user-selected checkbox	Retrieved From: N/A Saved To: Investigation.contributingFactorDomesticViolence?
Were the minimum contact requirements met for the investigation level?	Documents if minimum contacts were made; User-selected drop-down box; required	Retrieved From: N/A Saved To: Investigation.minimumContactRequirements
Was there a need for a safety plan?	Identifies the need for a safety plan; User-selected drop-down box; required	Retrieved From: N/A Saved To: Investigation. safetyPlanNeeded?
Explanation	Explanation supporting minimum contact requirements and safety plan selections; user-entered text; required	Retrieved From: N/A Saved To: Investigation.explanation
Required Notifications Group Box		
Reporter	Indicates whether or not the Reporter has been notified that the investigation is complete; user-selected checkbox	Retrieved from: N/A Saved to: Investigation.reporter?

Field Label	Description	Database Mapping
DA	Indicates whether or not the District Attorney has been notified that a validated report of abuse/neglect has been completed; user-selected checkbox. LAKIDS will store the date that this checkbox was selected as it represents the date that the notification was sent (for reporting purposes).	Retrieved from: N/A Saved to: Investigation. dateOfNotificationToDA
Licensing Agency	Indicates whether or not the Licensing Agency has completed an investigation of a licensed facility; user-selected checkbox	Retrieved from: N/A Saved to: Investigation. licensingAgency?
Other	Indicates whether or not the notifications were sent regarding a completed investigation; user-selected checkbox	Retrieved from: N/A Saved to: Investigation.other?

Button/Right Mouse Click Functionality	Processing
Insert	Clears the data entry fields for a new entry
Forms/Attachments	Opens the standard Forms/Attachments pop-up screen so that the user may generate forms, view previously generated forms, attach files, and view previously attached files. Forms to be accessed include: 1. OCS Form 44, Child Abuse/Neglect Investigative Summary with Cover letter 2. OCS 471, Notice to a Subject of an Invalid Report 3. OCS 472, Notice to a Parent/Legal Custodian of a Valid report 4. OCS 472-A, Notice to a Perpetrator of a Valid Finding of Abuse/Neglect

Button/Right Mouse Click Functionality	Processing
	5. OCS 473, Notice to a Parent/Legal Custodian of Their Invalid Finding and a Valid Finding for Another Caretaker 6. OCS 480, Notice to a Reporter of a Completed investigation 7. OCS 484, Notice to Subject of a Valid Finding for a Restrictive Care Facility or Day Care Center Investigation 8. OCS XI, Child Abuse/Neglect Out of Home Care Investigation Report 9. OCS XI-A, Notice to a Restrictive Care Facility or Day Care Center of a Valid Final Finding 10. OCS XI-B, Notice to a Restrictive Care Facility or Day Care Center of an Invalid Final Finding 11. OCS XI-C, Notice to a Foster Parent of a Valid Final Finding for a Child Protection Investigation 12. OCS XI-D, Notice to a Foster parent of an Invalid Final Finding for a CPI Investigation 13. OCS XI-E, Notice to a Restrictive Care Facility or Day Care Center of an Inconclusive Final Finding
Facility	Displays the Facility pop-up screen
Approval	Displays the Approval pop-up screen to allow the Staff Member to request Supervisor approval of the completed work. Invokes Investigation.approval() method.

2.20.3 Background Processing

Screen Initiation

1. Navigation to this tab from other Investigation tabs will display a history of Allegation findings for the Investigation and/or Investigation participant highlighted in the main header. This history will reflect, at a minimum, each of the allegations documented in the intake report and any additional allegations noted at investigation.
2. Upon initially accessing this tab in a new investigation, LAKIDS will associate the allegations recorded on the Intake – Allegations tab to this investigation record. This

association will be accomplished by inserting the Investigation_ID on the Allegation table. (As new allegations are added to the Investigation record, these will contain the Investigation_ID, but not the Intake_ID, thereby assuring that the Intake record is frozen – and recreatable - and will not reflect changes made during the investigation.)

Field Level Validations

None

Other Processing

1. The "Insert" button under the Finding Grid Box will create a new row at the top of the Grid Box , and blank out all data fields below the box for data entry of the new allegation.
2. For cases when there is more than one alleged victim for the same alleged perpetrator, allegation category and type, LAKIDS will display separate rows for each victim + allegation combination.
3. The Facility button will only been enabled when a case participant is identified with a role associated with a facility or provider.

2.20.4 Save Processing

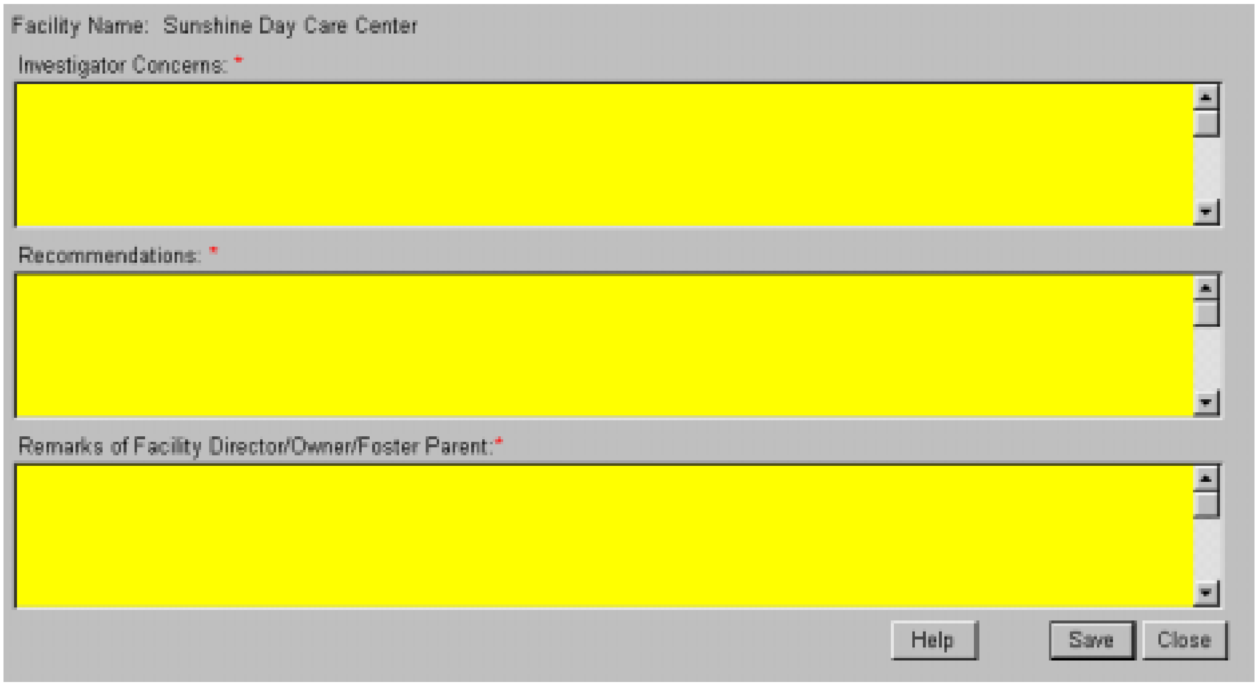
1. Save processing invokes the following edits:
   a. The 'Alleged Perpetrator' field must be populated. Error: 'An Alleged Perpetrator must be identified for each finding.'
   b. The 'Allegation Category' field must be populated. Error: 'The Allegation Category must be populated for each finding.'
   c. The 'Allegation Type' field must be populated. Error: 'The Allegation Type' must be populated for each finding.'
   d. A 'Finding' must be identified. Error: 'A Finding must be identified for each allegation.'
   e. An 'Alleged Victim' must be identified when the Finding = Valid. Error: 'An Alleged Victim must be identified for each Valid finding.'
2. Approval processing invokes the following edits:
   a. The 'Staffing Date' must be populated. Error: 'The Staffing Date must be documented for each Final Finding.'
   b. A 'Finding' must be identified. Error: 'A Final Finding must be identified for each Investigation.'
   c. The 'Minimum Contact Requirements' field must be populated. Error: 'A value must be provided for the Minimum Contact Requirements field.'
   d. The 'Need For A Safety Plan' field must be populated. Error: 'Identify if a Safety Plan was required for this investigation.'
   e. An Explanation must be provided summarizing the final finding. Error: 'An Explanation must be provided summarizing the Final Finding.'

3. Following Approval, LAKIDS will complete the following save functions (to support subsequent processing associated with creating the Desktop display), derive the Primary Allegation and save to Investigation.primaryAllegation as follows:
   a. For Investigations with Final Finding = ‘Valid’, the Primary Allegation = ‘Allegation Category’ where Finding for (Allegation Category + Allegation Type) = ‘Valid’, and (Allegation Category + Allegation Type) which represents the highest Investigation Level per Table 2.6-1 of all valid allegations in the investigation.
   b. For Investigations with Final Finding = ‘Invalid’ or ‘Inconclusive’, Primary Allegation = ‘None’.
4. Save processing invokes the following methods:
   a. Allegation.saveInvestigationFindings()
   b. Investigation.saveInvestigationFindings()
5. Approval processing invokes the Investigation.validateApprovalEdits() method.

2.20.5 Security

A LAKIDS User can create, read, update or delete information on the Investigation - Findings screen based on the user’s security rights within LAKIDS. The Investigation - Findings screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.21 Investigation – Facility Pop-Up



2.21.1 Screen Overview

The Investigation Facility pop-up screen is used only if the Investigation is being conducted on a Foster Home, Group Home or a Facility. This screen supplements the collection of other standard data required for all investigations. The Investigation Worker documents a summary of concerns based on the visit to the facility, observations during the investigation, and the interviews conducted with the Staff.

During a facility investigation, the Staff Member must interview the Facility Director and Owner, or if the investigation involves a Foster Home, the Foster Parent. The capture of this information is critical for both legal and historical purposes. Any recommendations made by the Investigator associated with the Facility Investigation are documented in this pop-up.

2.21.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Facility Name	Name of Facility; view only	Retrieved From: Investigations.facility Saved To: N/A
Investigator Concerns	Descriptions of the Investigator concerns; user-entered text; required	Retrieved From: N/A Saved To: Investigation. facilityInvestigatorConcerns
Recommendations	Recommendations of the Investigator; user-entered text; required	Retrieved From: N/A Saved To: Investigation. facilityRecommendations
Remarks of Facility Director/Owner/Foster Parent	Capture of the Interview and remarks; user-entered text; required	Retrieved From: N/A Saved To: Investigation. facilityRemarks

Button/Right Mouse Click Functionality	Processing
Help	Standard Help Functionality
Save	Initiates Save processing; invokes the Investigation.saveFacility() method
Close	Standard Close processing

2.21.3 Background Processing

Screen Initiation

1. Navigation to this pop-up from the Investigation - Findings tabs will display the Facility name in the header line of the pop-up.

Field Level Validations

None

Other Processing

None.

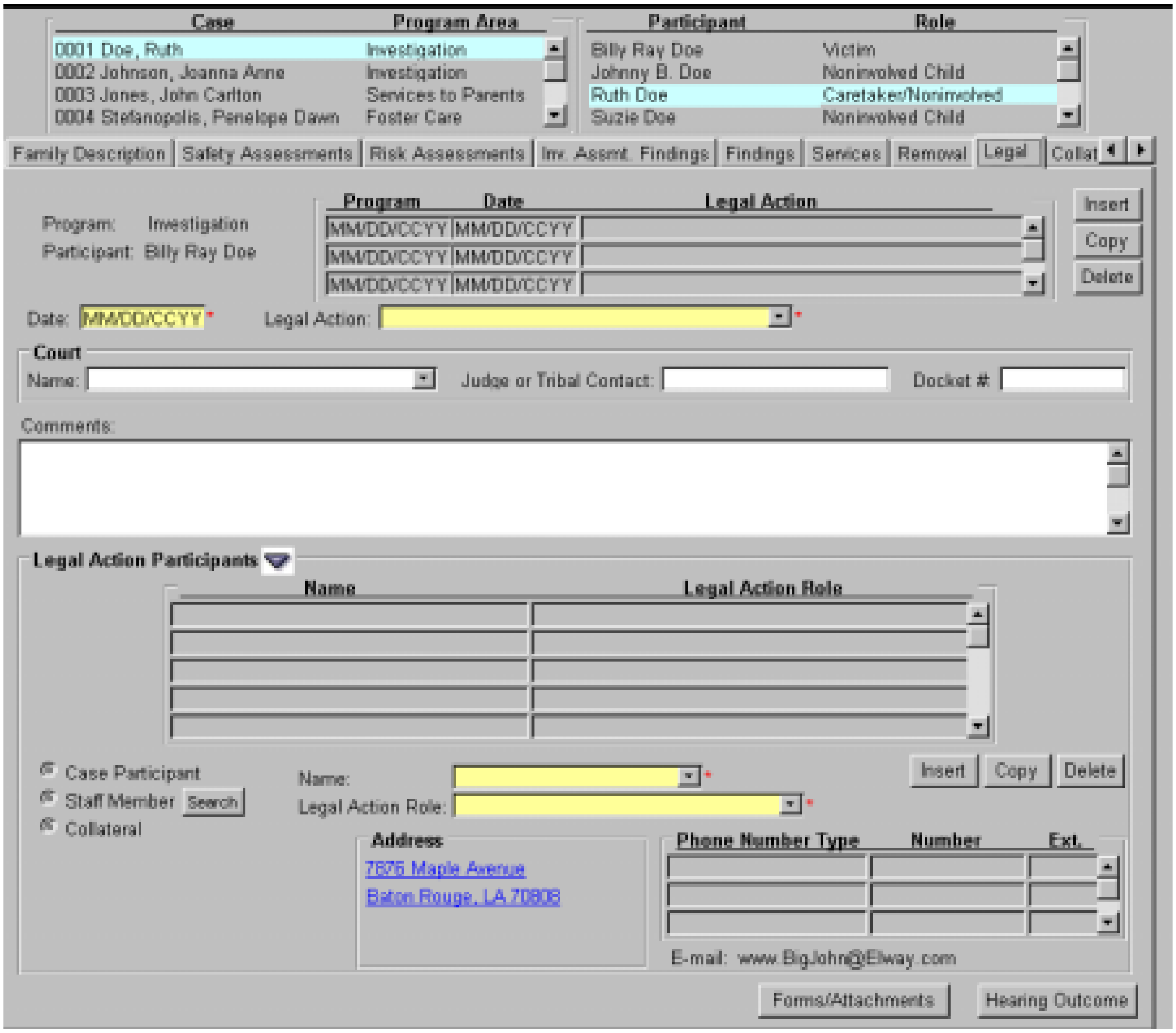
2.21.4 Save Processing

1. All three text boxes are required fields that must be completed prior to save. Error: “All text boxes must be populated as a result of facility visit.”
2. Save processing invokes the Investigation.saveFacility() method.

2.21.5 Security

A LAKIDS User can create, read, update or delete information on the Facility pop-up screen based on the user’s security rights within LAKIDS. The Facility pop-up screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.22 Investigation - Legal Tab



2.22.1 Screen Overview

LAKIDS allows for the recording of legal activities related to an investigation or case using the Legal tab and the Hearing Outcome pop-up screen. The Legal tab provides the LAKIDS User with a place to record information related to a variety of legal actions, such as petitions and motions filed. The user can record related court information, including docket number, and legal action participant information. As many legal actions as needed can be recorded and associated to the investigation and stored by date.

An inset grid labeled “Legal Action Participants” is provided so that one or more persons can be associated to the legal action being recorded. Legal Action Participants are to be entered by selecting the Insert button and selecting a Participant Type. If “Case

Participant" or "Collateral" is selected, the "Name" drop-down field will be populated with all of the Case Participant's names or Case Collateral's names, respectively. If "Staff Member" is selected, the user will select the Search button and the Staff Search screen will be displayed in a new instance of the browser, allowing the user to search for the person. When a staff member is selected, the user will be returned to the Legal Tab and the name will be reflected in the "Name" field and the Staff Member radio button will be selected. (See the *Search* topic paper for more detailed information regarding searches.) If it is necessary to add a Collateral or Case Participant, the user will select the "Participant" tab or the "Collateral" tab for the case and enter the appropriate information on that person. Once a legal action has been recorded and a hearing is held following the action, the results of the hearing are to be entered by clicking the Hearing Outcome button and documenting the necessary information.

All legal actions associated with a specific participant are shown on the Legal tab, regardless of program area, providing a complete history of legal actions for the case. Where a legal action results in a termination or surrender of parental rights, an automated message will be sent to the responsible Eligibility Specialist for consideration in the parent's eligibility determination.

2.22.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Program	The program area in which the legal action occurred; view only	Retrieved From: Cases.program See Background Processing Saved To: ServiceDelivery.program
Participant	The participant that is currently selected in the header, and for whom the legal action occurred; view only	Retrieved From: Person.firstName Person.middleName Person.lastName See Background Processing Saved To: EventParticipant. PersonParty_ID See Background Processing

Field Label	Description	Database Mapping
Inset Grid Group Box		
Program	The program area under which the legal action occurred; view only.	Retrieved From: ServiceDelivery.program Saved To: N/A
Date	The date of the legal action; view only	Retrieved From: LegalAction.legalDate Saved To: N/A
Legal Action	The type of legal action; view only	Retrieved From: LegalAction.legalAction Saved To: N/A
Legal Tab General		
Date	The date of the legal action; user-entered date field; required	Retrieved From: N/A Saved To: LegalAction.legalDate
Legal Action	The type of the legal action being recorded; user-selected drop-down box; required	Retrieved From: Codes Table Saved To: LegalAction.legalAction
Court Group Box		
Name	The name of the court where the legal action is being decided; user-entered drop-down box	Retrieved From: Codes Table Saved To: HearingInformation.courtName
Judge or Tribal Contact	The name of the judge or, for tribal courts, the name of the tribal contact involved in the legal action; user-entered text field	Retrieved From: N/A Saved To: HearingInformation.judge/TribalContact

Field Label	Description	Database Mapping
Docket #	The court's docket number assigned to the legal action; user-entered text field	Retrieved From: N/A Saved To: LegalAction.docketNumber
Comments	Narrative description of the legal action or unusual circumstances; user-entered text field	Retrieved From: N/A Saved To: LegalAction.comments
Legal Action Participants Group Box		
Name	The name of the party to the legal action; view only	Retrieved From: Person.firstName Person.middleName Person.lastName See Background Processing Saved To: N/A
Legal Action Role	The role of the person in the legal action being recorded; view only	Retrieved From: EventRole.role Saved To: N/A
Case Participant	Indicator that the person is a participant in the case; user-selected radio button; defaults to checked. One radio button must be selected.	Retrieved From: N/A Saved To: LegalAction.participant?
Staff Member	Indication that the person is an OCS staff member; system-generated radio button following selection of staff member via Staff Search; defaults to unchecked. One radio button must be selected.	Retrieved From: N/A Saved To: LegalAction.participant?

Field Label	Description	Database Mapping
Collateral	Indication that the person is a collateral in the case; user-selected radio button; defaults to unchecked. One radio button must be selected.	Retrieved From: N/A Saved To: LegalAction.participant?
Name	The name of the person being entered as a party to the legal action; user-selected drop-down box if participant or collateral; system-generated following selection of staff member via Staff Search; required.	Retrieved From: Person.firstName Person.middleName Person.lastName See Background Processing Saved To: EventParticipant.Person_ID
Legal Action Role	The role of the party to this legal action; user-selected drop-down box; required.	Retrieved From: Codes Table Saved To: EventRole.role
Phone Group Box		
Phone Number Type	Type of phone number. Valid values include home, work, cell, fax, pager; view only	Retrieved From: Phone.phoneType Saved To: N/A
Number	Telephone number; view only	Retrieved From: Phone.phoneNumber Saved To: N/A
Ext	Extension for phone number; view only	Retrieved From: Phone.extension Saved To: N/A
E-Mail	The E-mail address of the selected participant: view only	Retrieved From: EmailAddress.E-mail Saved To: N/A

Field Label	Description	Database Mapping
Address Group Box	The address of the legal participant as documented in Person Management; view only.	Retrieved From: Address.street1 Address.street2 Address.street3 Address.street4 Address.street5 Address.city Address.state Address.zipCode Address.aptNumberPOBox Address.c/o Address.country Address.parish Address.region Saved To: N/A

Button/Right Mouse Click Functionality	Processing
Hearing Outcome:	Accesses the Hearing Outcome Pop-up. This button is only enabled when a hearing-related value is entered as a Legal Action.
Forms/Attachments	Opens the standard Forms/Attachments pop-up screen so that the user may generate forms, view previously generated forms, attach files, and view previously attached files. Forms to be accessed include the Affidavit in support of an Instanter Order.
Insert (Legal Action):	Clears the data entry fields for a new Legal Action entry
Copy (Legal Action):	Copies an existing row into a new row and positions the cursor in the first field of the new row to permit changes to fields in that Legal Action row.
Delete (Legal Action):	Deletes the current Legal Action row. Upon clicking the delete button, a text message box will appear asking the user "Are you sure?" Invokes the LegalAction.delete() method.

Button/Right Mouse Click Functionality	Processing
Insert (Legal Action Participant):	Clears the data entry fields for a new Legal Action entry
Copy (Legal Action Participant):	Copies the selected Legal Action Participant's role information and allows the user to select that participant's name to enter as a new Legal Action Participant.
Delete (Legal Action Participant):	Deletes the current Legal Action Participant row. Upon clicking the delete button, a text message box will appear asking the user "Are you sure?" Invokes the LegalAction.delete() method.

2.22.3 Background Processing

Screen Initiation

1. Upon documenting a new legal action, the Program display-only field will be automatically populated with the program area of the case that is being worked on. Cases.program where Cases.Party_ID is the party ID of the current case.
2. Upon documenting a new legal action, the Participant display-only field will be automatically populated with the name of the participant for which the legal action has occurred (i.e., the person selected in the header). Person.firstName + Person.middleName + Person.lastName where Person.Party_ID is the Party ID of the participant selected in the header at the top of the screen.
3. Upon accessing the Legal tab, LAKIDS populates the inset grid found just below the header group box with the history of legal actions and associated information previously stored for the case and/or participant highlighted.
4. The Legal Action Date will default to the system date.

Field Level Validations

None

Other Processing

1. The Legal Action drop-down list will be filtered based on the program for which the legal action is being entered.
2. When the Case Participant radio button is selected, LAKIDS will populate the drop-down list for Legal Action Participant Name with the names of all participants previously entered in the case.

3. When the Case Participant radio button is selected and a participant name is chosen from the Legal Action Participant Name drop-down list, LAKIDS will populate the phone, e-mail and address fields of the Legal Action Participants group box with the information stored in Person Management for the selected participant.
4. When the Collateral radio button is selected, LAKIDS will populate the drop-down list for Legal Action Participant Name with the names of all collaterals previously entered in the case.
5. When the Collateral radio button is selected and a collateral name is chosen from the Legal Action Participant Name drop-down list, LAKIDS will populate the phone, e-mail and address fields of the Legal Action Participants group box with the information stored in Person Management for the selected collateral.
6. Selecting the Search button adjacent to the Staff Member radio button will load a new instance of the LAKIDS application and display the Staff Search screen, allowing the user to search for and select the staff member involved in the legal action.
7. Hearing Outcome Pop-up command button is only enabled when a hearing-related value is entered as a Legal Action. (Drop down values will indicate which Legal Action values are associated with hearings.)
8. Upon clicking the “Delete” button, a text message box will appear asking the user “Are you sure?”.

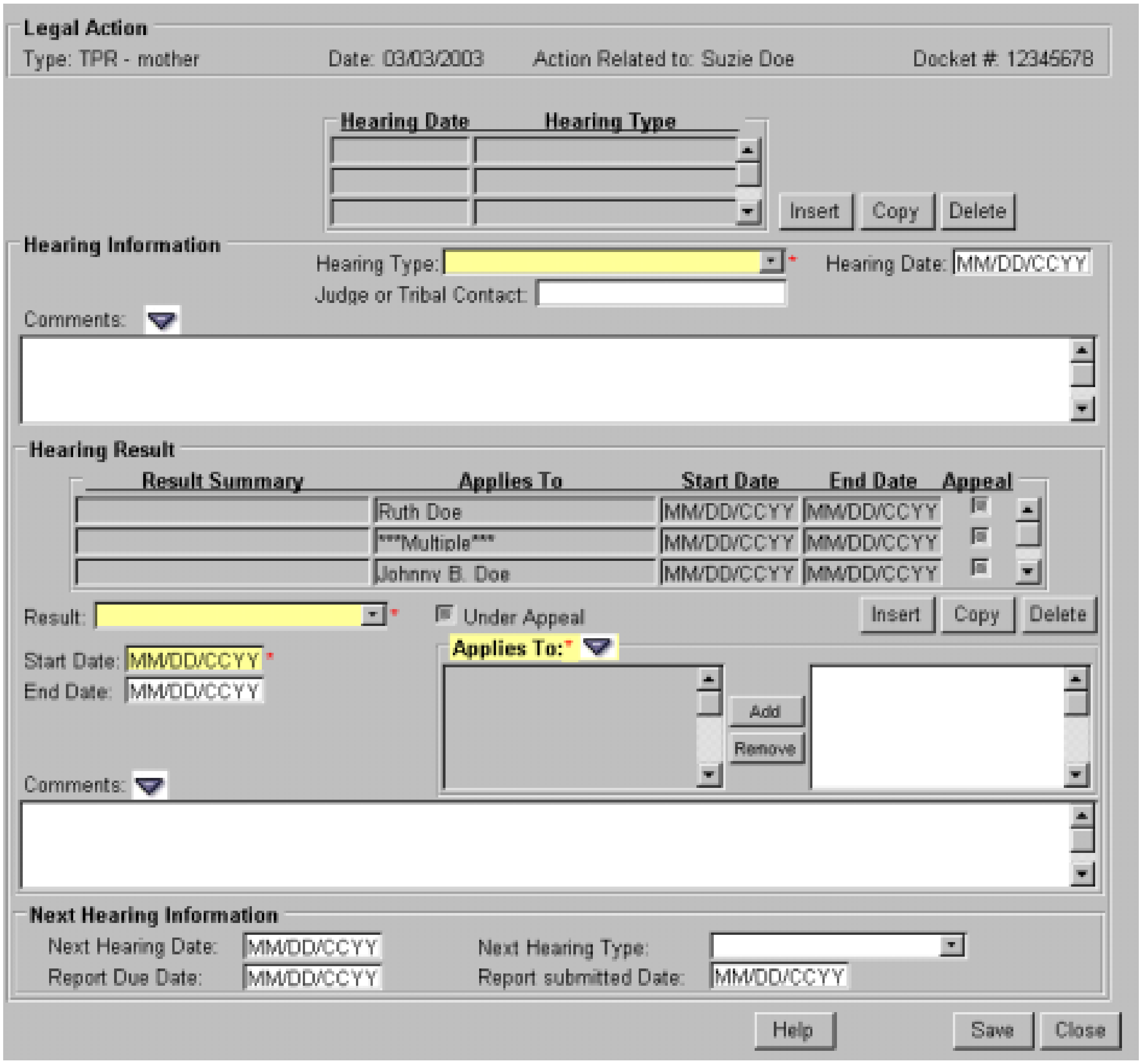
2.22.4 Save Processing

1. Save processing invokes the following edits:
   a. The selected participant that the Legal Action tab was linked to (i.e., the highlighted name in the header) will be saved in the EventParticipant.Person_ID field.
   b. A ‘Date’ must be provided for the Legal Action. Error: ‘A Date must be provided for the Legal Action.’
   c. The ‘Legal Action’ field must be populated. Error: ‘A Legal Action must be identified.’
   d. One of the three radio buttons (i.e., Case Participant, Staff Member, or Collateral) must be selected for each Legal Action Participant entered. Error: ‘A radio button must be selected for each Legal Action Participant identified.’
   e. A ‘Name’ must be associated with each Legal Action. Error: ‘A name must be identified for each Legal Action.’
   f. A ‘Legal Action Role’ must be selected for each Legal Action Participant. Error: ‘A Legal Action Role must be identified for each Legal Action Participant.’
2. Save processing invokes the following methods:
   a. EventParticipant.saveLegal()
   b. LegalAction.save()
   c. HearingInformation.saveLegal()
   d. EventRole.save()

2.22.5 Security

A LAKIDS User can create, read, update or delete information on the Legal screen based on the user's security rights within LAKIDS. The Legal screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.23 Hearing Outcome Pop-Up



2.23.1 Screen Overview

Selecting the Hearing Outcome button on the Legal tab accesses the Hearing Outcome pop-up screen. The Hearing Outcome pop-up screen is used to record the results of legal actions previously entered into LAKIDS on the Legal tab. Each legal action results in one or more hearings, recorded on the Hearing Outcome Pop-up. Each legal action, regardless of type displayed in the header box, is reported as a Hearing Outcome and hearing result on this pop-up. Each hearing may have one or more hearing outcomes that can be entered and associated to a single legal action.

A drop-down list of possible hearing outcomes is provided so that outcomes can be recorded in a standardized way statewide for reporting purposes. Each outcome can be associated to one or more parties to the legal action, with a start and end date for each outcome. The date of the next scheduled hearing related to the legal action is captured on the Hearing Outcome Pop-up as well. This screen also tracks the development and submission of reports related to the legal action.

2.23.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Legal Action Group Box		
Type	The type of legal action; carried over from legal tab; view only	Retrieved From: LegalAction.legalAction Saved To: N/A
Date	The date of the legal action this outcome relates to; carried over from legal tab; view only	Retrieved From: LegalAction.legalDate Saved To: N/A
Action Related To	The party(s) that the legal action related to; carried over from legal tab; view only	Retrieved From: EventParticipant.Person_ID Saved To: N/A
Docket #	The court docket number of the legal action; carried over from the legal tab; view only	Retrieved From: LegalAction.docketNumber Saved To: N/A
Hearing Date List Box		
Hearing Date	The date of the hearing recorded; view only	Retrieved From: HearingInformation.date Saved To: N/A

Field Label	Description	Database Mapping
Hearing Type	The type of hearing recorded; view only	Retrieved From: HearingInformation.type Saved To: N/A
Hearing Information Group Box		
Hearing Type	The type of hearing being recorded; user-selected drop-down; required; defaults to the value selected for "Legal Action" on the Legal screen	Retrieved From: N/A Saved To: HearingInformation.type
Hearing Date	The date of the hearing being recorded; user-entered date field; required	Retrieved From: N/A Saved To: HearingInformation.hearingDate
Judge or Tribal Contact	The name of the judge or, for tribal courts, the name of the tribal contact involved in the legal action; user entered text field	Retrieved From: N/A Saved To: HearingInformation.judge/TribalContact
Comments	Narrative description of the legal action or unusual circumstances; user-entered text field	Retrieved From: N/A Saved To: HearingInformation.comments
Result Group Box		
Result Summary	The result of the hearing; view only	Retrieved From: HearingResults.result Saved To: N/A
Applies to	The party(s) that the result applies to; view only	Retrieved From: ResultsParticipant.person Saved To: N/A

Field Label	Description	Database Mapping
Start Date	The start date of the order or hearing result; view only	Retrieved From: HearingResults.startDate Saved To: N/A
End Date	The end date of the order or hearing result; view only	Retrieved From: HearingResults.endDate Saved To: N/A
Appeal	Indicator of whether the hearing result is under appeal; view only	Retrieved From: HearingResults.appeal? Saved To: N/A
Result	The order or result of the hearing; user-selected drop-down list; required	Retrieved From: N/A Saved To: HearingResults.result
Start Date	The start date of the order or hearing result; User-entered date field	Retrieved From: N/A Saved To: HearingResults.startDate
End Date	The end date of the order or hearing result; user-entered date field	Retrieved From: N/A Saved To: HearingResults.endDate
Under Appeal	Indicator whether the order or hearing result is currently under appeal; user-selected checkbox; default is not checked	Retrieved From: N/A Saved To: HearingResults.appeal?

Field Label	Description	Database Mapping
Applies To List Box	The party(s) that the order or hearing result being entered may apply to; user-selected multi-select list; populated from the list of legal action participants entered on the legal tab	Retrieved From: EventParticipants.Person_ID Saved To: N/A
Selected Applies to List Box	The selected party(s) that the order or hearing result applies to; required	Retrieved From: N/A Saved To: ResultsParticipant.person
Comments	Narrative regarding the order or hearing result being entered; user-entered text box	Retrieved From: N/A Saved To: HearingResults.comments
Next Hearing Information Group Box		
Next Hearing Date	The date of the next scheduled hearing for the legal action; user-entered date field	Retrieved From: N/A Saved To: HearingResults.nextHearingDate
Next Hearing Type	The type of the next scheduled hearing for the legal action; user-selected drop-down	Retrieved From: Codes Table Saved To: HearingResults.nextHearingType
Report Due Date	The date that the court reports for the next scheduled hearing is due; LAKIDS computed date field	Retrieved From: N/A Saved To: HearingResults.reportDueDate
Report Submitted Date	The date that the court report for the next scheduled hearing was submitted by the Staff Member; user-entered date field	Retrieved From: N/A Saved To: HearingResults.reportSubmittedDate

Button/Right Mouse Click Functionality	Processing
Help	Standard Help Functionality
Insert (Hearing Date Group Box)	Clears the data entry fields for a new Hearing entry
Copy (Hearing Date Group Box)	Copies an existing row into a new row and positions the cursor in the first field of the new row to permit changes to fields in that Hearing row.
Delete (Hearing Date Group Box)	Deletes the current Hearing row. Upon clicking the delete button, a text message box will appear asking the user "Are you sure?" Invokes the HearingInformation.delete() method.
Insert (Hearing Result Group Box)	Clears the data entry fields for a new Hearing Result entry
Copy (Hearing Result Group Box)	Copies an existing row into a new row and positions the cursor in the first field of the new row to permit changes to fields in that Hearing Result row.
Delete (Hearing Result Group Box)	Deletes the current Hearing Result row. Upon clicking the delete button, a text message box will appear asking the user "Are you sure?" Invokes the following methods: a. HearingResults.delete() b. ResultsParticipants.delete()
Add	Standard multi-select list box add processing
Remove	Standard multi-select list box remove processing
Save	Initiates Save processing; invokes the following methods: a. HearingInformation.saveHearing() b. HearingResults.save() c. ResultsParticipants.save()
Close	Standard Close processing

2.23.3 Background Processing

Screen Initiation

1. "Hearing Type" defaults to the "Legal Action" selected on the Legal screen.

2. Upon accessing the Hearing Outcome Pop-up, LAKIDS will populate the Legal Action group box fields with hearing and hearing outcome information that was previously populated for the client selected on the Legal tab.
3. LAKIDS will populate the Applies To field with the names of all legal action participants previously entered on the Legal tab for the legal action that was highlighted at the time the Hearing Outcome button was clicked.

Level Validations

None

Other Processing

1. LAKIDS will compute the Report Due Date field in the Next Hearing Information Group Box by subtracting 15 days from the Next Hearing Date field in the same group box.
2. The Hearing Result values will be filtered based on the Hearing Type selected.
3. Upon clicking the “Delete” button, a text message box will appear asking the user “Are you sure?”.

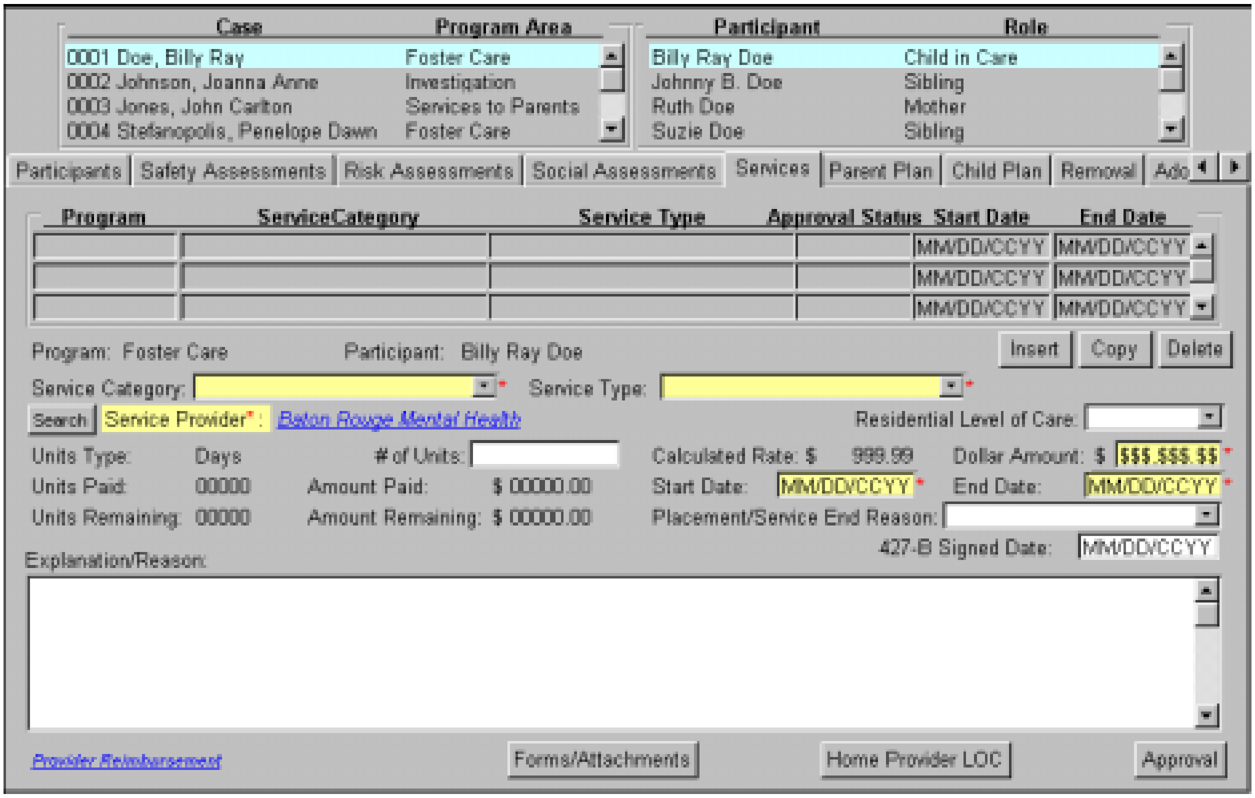
2.23.4 Save Processing

1. Save processing invokes the following edits:
   a. A ‘Hearing Type’ must be selected. Error: “A Hearing Type must be identified.”
   b. A ‘Hearing Date’ must be entered. Error: “A Hearing Date must be identified.”
   c. a ‘Result’ must be selected. Error: ‘A Legal Action Result must be selected.’
   d. A legal action participant must be identified as the person to which the subject legal outcome ‘Applies To‘. Error: ‘Identify a person to which the subject legal outcome Applies To.”
2. Save processing invokes the following methods:
   a. HearingInformation.saveHearing()
   b. HearingResults.save()
   c. ResultsParticipants.save()

2.23.5 Security

A LAKIDS User can create, read, update or delete information on the Hearing Outcome pop-up screen based on the user’s security rights within LAKIDS. The Hearing Outcome pop-up screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.24 Investigation – Services Tab



2.24.1 Screen Overview

The Services screen is used to search for and select a service for a family or individual client. The screen is used to provide caseworkers access to a history of services authorized for the case participant, and to enter any new services for participants in the case. When a service is authorized for an entire family (for programs where such services are applicable), the primary caregiver is selected.

Completing this screen records a service authorization in LAKIDS that matches a specific client to a specific provider for a specified service to be obtained in a specified time frame. When payments are made, LAKIDS will check the Payment Requests to ensure that a given provider payment has an associated authorization on record. Refer to the *Create and Process Payments* design for more detailed information regarding services and payments.

Users can select individual services in the primary grid at the top of the tab to view the detailed information for that service. Details are displayed below the grid in the provided fields. The columns displayed in the grid may be sorted so that users may more easily view the history of specific types of services (such as Placements) by clicking on any of the column headers of the inset grid. Clicking a column header will sort the inset grid in alphabetic order for that column. For date fields, it will sort starting with the most recent date.

New services are entered by selecting a case participant, choosing a service category and type, searching for and selecting a provider, and entering a dollar amount, start date, and end date for the service. The user may also enter the number of units for the service authorization as necessary. A text box is also provided at the bottom of the tab to record any relevant information regarding the service authorization. Depending on the service category and type selected, the Dollar Amount may default to a value specified on the Services tables, and may be disabled.

Service authorizations may be documented for active or inactive providers to allow a provider to be paid retroactively regardless of their current status. A checkbox on the Provider Service search screen (see the *Search* topic paper) will indicate whether the user will allow currently inactive providers to be displayed in the search results for the given search criteria.

A service authorization for a facility in which a child has been placed will necessitate some additional information:

- If the child is placed in a Residential Facility, the Residential Level of Care field will be required and the End Date will default to six months past the Start Date. This date may be edited, but the range may never exceed six months for Residential Facility placement service authorizations. This will require the user to copy the service authorization, reassess the Residential Level of Care, and submit the service authorization for placement in the next six-month period for approval.
- If a child is entering care and is placed with a Home Provider Facility (certified foster home), the End Date of the placement will default to twelve months following the Start Date, but will be editable. The Start and End Dates may never exceed twelve months for a Home Provider placement service authorization. The Home Provider Level of Care assessment must be completed before the service authorization may be submitted for approval. This process will require the user to complete a reassessment of the Home Provider Level of Care at least every six months following the initial 30-day placement.

All service authorizations will require approval, but the user entering the service authorization may approve it if their approval level is appropriate to do so for the given Service Category and Service Type. Refer to the *Approvals* design for more information on Approval Processing.

Financial payment history information for the case and its participants may be viewed from the Financial screen (described in the Financial Screen section of this paper). The “Forms/Attachments” button is used to access the Service History template listing all services provided, both paid and non-paid for the Case or case participant. The “Forms/Attachments” button also allows the user to generate confirmation forms to be printed and sent to a therapy service provider. To access either of the forms using this button, the user will click the button, which will display a list of available forms. The user will then select the appropriate form from the list, and an instance of the default word processing application displaying the selected form will be loaded.

The Provider Reimbursement link is only active if a child is selected in the header at the top of the screen. Upon clicking this link, the Provider Reimbursement screen will be displayed. The case and child selected in the header will be propagated to the Provider Reimbursement screen, as will Service Category, Service Type, Service Provider, Start Date, and End Date if the information was populated on the Services screen prior to clicking the link. The functionality of this screen is similar to the currently used Form 212. Refer to the *Create and Process Payments* design for details regarding the Provider Reimbursement screen and regarding services information.

The Services screen is common to the Investigation, Family Services, Foster Care, Services to Parents, Adoption Subsidy, Young Adult, Transitional Services, Casey Care, Services to Agencies, and Youth Development programs. If any cases in these program areas are opened that originated from another case in one of these programs as indicated on the Create Case pop-up or are associated with another case in one of these programs, all services documented in the originating or associated case will be viewable in the new case, provided that the service to be carried forward applies to a participant in the new case. These services will not be editable in the new program area; they are listed for reference purposes only. They may, however, be copied into a new service authorization line on the Services screen of the new case using the “Copy” button.

2.24.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Services grid	Lists services that have been documented for the case; if a participant is selected in the header, the grid will list only those services pertaining to that participant	

Field Label	Description	Database Mapping
Program	The program area under which the service was authorized; view only; may be sorted in ascending alphabetic order by clicking on the column header	Retrieved From: ServiceDelivery.program Saved To: N/A
Service Category	The service category under which the service was authorized; view only; may be sorted in ascending alphabetic order by clicking on the column header	Retrieved From: Services.category See Background Processing Saved To: N/A
Service Type	The service type under which the service was authorized; view only; may be sorted in ascending alphabetic order by clicking on the column header	Retrieved From: Services.type See Background Processing Saved To: N/A
Approval Status	The current approval status for the service authorization; view only; populated from Approvals history; may be sorted in ascending alphabetic order by clicking on the column header	Retrieved From: Approval.status See Background Processing Saved To: N/A
Start Date	The start date of the service authorization; view only; may be sorted in ascending alphabetic order by clicking on the column header; Start Date is the default sort order for the grid	Retrieved From: ServiceDelivery.startDate Saved To: N/A
End Date	The end date of the service authorization; view only; may be sorted in ascending alphabetic order by clicking on the column header	Retrieved From: ServiceDelivery.endDate Saved To: N/A
Services Information	Detailed information pertaining to a service authorization	

Field Label	Description	Database Mapping
Program	The program area in which the service is being authorized; view only	Retrieved From: Cases.program See Background Processing Saved To: ServiceDelivery.program
Participant	The participant that is currently selected in the header, and for whom the service will be provided; view only	Retrieved From: Person.firstName Person.middleName Person.lastName See Background Processing Saved To: EventParticipant. PersonParty_ID See Background Processing
Service Category	The service category of the service being authorized; similar to the TIPS “major” code; user-entered drop-down; required	Retrieved From: Service.category Saved To: ServiceDelivery.Service_ID See Background Processing
Service Type	The service type of the service being authorized; similar to the current TIPS “minor” code; user-selected drop-down; required	Retrieved From: Service.type Saved To: ServiceDelivery.Service_ID See Background Processing
Service Provider	The name of the service provider selected after searching the Provider Directory; view only; required; hyperlink to that provider’s Provider Management record	Retrieved From: Provider.providerName Saved To: ServiceDelivery.Provider_ID
Residential Level of Care	The Level of Care for the current selected participant; user-selected drop-down; only enabled, and required, if the service indicates a Residential Facility	Retrieved From: Codes Table Saved To: ServiceDelivery. residentialLevelOf Care

Field Label	Description	Database Mapping
Unit Type	The units that the service is measured in, such as hours, days, and miles; display-only	Retrieved From: Service.unit or Codes Table See Background Processing Saved To: ServiceDelivery.unitType
# of Units	The number of units of the that the user is authorizing; user-entered numeric field	Retrieved From: N/A Saved To: ServiceDelivery.units
Calculated Rate	The calculated rate per unit of the service if service category/type/ provider combinations that are unit-based, according to the Services Table; view only	Retrieved From: See Background Processing Saved To: N/A
Dollar Amount	The rate per unit of the service if service category/type/ provider combinations that are unit-based, OR the amount of the reimbursement requested for the provider, OR the maximum amount of money authorized to spend if the service is not unit based; system derived dollar value or user-entered numeric field, depending on the type of service selected (see the *Create and Process Payments* design); required (see background processing)	Retrieved From: See Background Processing Saved To: ServiceDelivery.amount
Start Date	The start date for the service authorization; user-entered date; required	Retrieved From: N/A Saved To: ServiceDelivery.startDate
End Date	The end date for the service authorization; user-entered date; required	Retrieved From: N/A Saved To: ServiceDelivery.endDate

Field Label	Description	Database Mapping
Units Paid	Displays the number of units of service that have been paid; view only	Retrieved From: ServiceDelivery.unitsPaid Saved To: N/A
Amount Paid	Displays the cumulative dollar amount paid for units of service; view only	Retrieved From: ServiceDelivery.amountPaid Saved To: N/A
Units Remaining	Displays the number of units remaining for the authorized service; view only	Retrieved From: Calculated See Background Processing Saved To: N/A
Amount Remaining	Displays the total dollar amount remaining for the authorized service; view only	Retrieved From: Calculated See Background Processing Saved To: N/A
Service/Placement End Reason	The reason that a service or placement is ending; user-selected drop-down; service authorizations for placements default to “Placement Episode”- if an end date is changed on an existing placement authorization, the End Reason will be cleared out and required	Retrieved From: Codes Table Saved To: ServiceDelivery. placementEndReason
427-B Signed Date	The date that the adoptive placement form 427-B was signed; user-entered date	Retrieved From: N/A Saved To: ServiceDelivery.427BDate
Explanation/Reason	Narrative field to allow the worker to enter an explanation, detailed description, and/or justification of the service being authorized; user-entered text	Retrieved From: N/A Saved To: ServiceDelivery.explanation

Field Label	Description	Database Mapping
Provider Reimbursement	Link to the Provider Reimbursement screen (see the *Create and Process Payments* design); only active if a child is selected in the header at the top of the screen	Retrieved From: N/A Saved To: N/A

Button/Right Mouse Click Functionality	Processing
Insert	Allows the user to enter a new service authorization; inserts a blank row at the top of the grid and clears the data entry fields.
Copy	Functions the same as the Insert button, only copies all information for the selected service authorization into the newly created one.
Delete	Deletes the selected service authorization. The delete function is only available for service authorizations that have not yet been approved. Invokes ServiceDelivery.delete()
Search	Displays the Provider Service search screen. Refer to the *Search* design for details regarding Provider Service searches.
Forms/Attachments	Opens the standard Forms/Attachments pop-up so that the user may generate forms, view previously generated forms, attach files, and view previously attached files.
Home Provider LOC	Displays the Home Provider Level of Care Pop-up used to justify additional compensation for a Foster Care home provider. This button is disabled unless a service category, type, and provider is selected that indicates a child placement in a Home Provider facility, and only once the Service Authorization has been saved.
Approval	Displays the approval screens for the service authorization. Refer to the *Approvals* design for more information regarding approvals. Invokes ServiceDelivery.approval()

2.24.3 Background Processing

Screen Initiation

1. The Services grid will display all services on the ServiceDelivery table associated with the Case that is selected in the header at the top of the screen and recorded in any associated case for a participant that is in both cases. Service Category and Service Type fields are derived from the Services table where ServiceDelivery.Service_ID = Services.Service_ID. Displayed fields are Services.category and Services.type. If a participant is selected, the Services grid will only show records pertaining to that participant. The default sort order for information in the grid will be by start date, displaying the most recent services at the top of the list. The user may sort the grid by any column in alphabetical order by clicking on the appropriate column label.
   a. If a participant is not selected in the header, list each record on the ServiceDelivery table that is related to the case according to the EventParticipant table (ServiceDelivery.Events_ID = EventParticipant.Events_ID and EventParticipant.Party_ID = Cases.Party_ID for the current case).
      i. Following this same logic, display services for associated cases. To get Cases.Party_ID for these associated cases, reference the Relationship table where Relationship.type = 'Associated Case', Relationship.PartyTo_ID = Cases.Party_ID of the current case and Relationship.PartyFrom_ID = Cases.Party_ID of the associated case. Of these records, only display those from the EventParticipant that have EventParticipant.Person_ID = Person.Person_ID for a participant in the current case. These service authorizations are view-only.
   b. If a participant is selected in the header, all Service Authorizations for that participant will be displayed in the grid, regardless of which case the service was documented in. List each record on the ServiceDelivery table that is related to the participant according to the EventParticipant table (ServiceDelivery.Events_ID = EventParticipant.Events_ID and EventParticipant.Person_ID = Person.Person_ID for the currently selected participant). The service authorizations that have EventParticipant.Party_ID not equal to Cases.Cases_ID for the current case are view-only.
2. Upon creating a new service authorization, the Program display-only field will be automatically populated with the program area of the case that is being worked on. Cases.program where Cases.Party_ID is the party ID of the current case.
3. Upon creating a new service authorization, the Participant display-only field will be automatically populated with the name of the participant for which the service will be provided in the current case. The person selected in the header identifies the participant for which the service authorization is being entered. Person.firstName + Person.middleName + Person.lastName where Person.Party_ID is the Party ID of the participant selected in the header at the top of the screen.

1. The following circumstances indicate when the Unit and/or Dollar Amount fields will be disabled, based on attributes of the selected Service Category and Service Type that are listed on the Services tables

   a. For service authorizations for service categories and types with a characteristic of "On-Going Service or Placement" = TRUE and "Service Spans Multiple Days" = TRUE, the "Dollar Amount" and "# of Units", fields are disabled. These attributes indicate that payment will be calculated using start and end date.
   b. "Dollar Amount" is disabled if Service.rateByClientAllowed? = FALSE.
   c. "Dollar Amount" and "# of Units" fields are be disabled if Service.paymentsAllowed = FALSE.
   d. If Service.rateType = 'By Bundled Service' or 'By Provider' and Service.placement? = FALSE, "Dollar Amount" is disabled.
   e. If Service.rateType = 'By Service', Service.placement? = FALSE, and Service.rateByClientAllowed? = FALSE, "Dollar Amount" is disabled.
   f. If Service.serviceSpansMultipleDays = TRUE, "# of Units" is disabled.
   g. The "# of Units" and "Dollar Amount" fields are always disabled until a "Service Category", "Service Type", and "Service Provider" have been selected.
2. The Service Category and Service Type values contained in the drop-down menus consist only of those that are valid for the identified program and are active (based on Service.program = the current case's Cases.program, and Service.status = 'Active' for the Service.Service_ID derived from the category and type).
3. The Service Type field is disabled until a Service Category is selected. The Service Type field is filtered to only include types that are applicable to that category (based on information on the Services tables)
4. The "Search" button is disabled until a Service Category and Type are selected. The button accesses the Provider Service search and will populate the "Service Category" and "Service Type" fields for that search. The search will only return active providers that are actively providing the specified service and type.
5. The "Calculated Rate" field is supplemented with Level of Care bonuses and Positive Outcomes bonuses for placement service authorizations in which at least one Home Provider Level of Care assessment has been entered. Reference the LevelOfCare table where Service.placement? for the current service = TRUE and LevelOfCare.Service_ID = Service.Service_ID. Use the logic provided in the Home Provider Level of Care screen background processing to determine all currently applicable bonuses for the provider for this placement episode. Sum all of these bonuses with the already calculated rate for the provider to generate the "Calculated Rate" for that child for one day's placement.
6. The "Provider Reimbursement" hyperlink is only active if a child is selected in the header at the top of the screen. Upon clicking this hyperlink, the Provider Reimbursement screen will be displayed. The case and child selected in the header will be propagated on the Provider Reimbursement screen, as will Service Category, Service Type, Service Provider, Start Date, and End Date if the information was populated on the Services screen prior to clicking the hyperlink.
7. The "Home Provider LOC" button is disabled unless a service category, type, and provider is selected that indicate a child placement in a Home Provider facility, and only once the Service Authorization has been saved.

8. The “Placement/Service End Reason” field is disabled until a service category and type are selected. Once the category and type are selected, the “Placement/Service End Reason” drop-down list is filtered based on whether the selected service category and type indicates a payable placement authorization or not. Reference Service.placement? and Service.paymentsAllowed? on the Service table to determine if the service authorization is for a payable placement. For specific values for payable placement and other service authorization “Placement/Service End Reason”s, reference the *Drop-Downs and List Boxes* section of the Detailed System Design Deliverable.

Field Level Validations

1. The “Start Date” and “End Date” fields must contain valid dates. Errors: “’Start Date’ must contain a valid date”; “’End Date’ must contain a valid date”
2. The “Start Date” date must be prior or equal to the “End Date” date. Error: “’Start Date’ must be prior or equal to ‘End Date’”
3. For Foster Care cases, a placement may not be created until OCS custody information has been recorded. Specifically, the following edit will be enforced once the user has selected a service category and type where Service.placement? = TRUE:
    a. A Legal Action = “Instanter Order” must have been entered on the Legal tab when Authority to Place =”Court Order” or “Voluntary Surrender” on the Removal tab. (There is no related requirement for a Legal Action to be entered on the Legal tab when Authority to Place =”Voluntary Placement Agreement” on the Removal tab.)
4. For Foster Care, Adoption Subsidy, Transitional Services, and Casey Care cases, the service authorization end date may not exceed the primary child’s 18^{th} birthday. Where Cases.program for the case currently selected in the header = ‘Foster Care’, ‘Adoption Subsidy’, ‘Transitional Services’, or ‘Case Care’, use Cases.caseName_ID = Person.Person_ID on the Person table. If the current system date – Person.dateOfBirth >= 18, issue an error. Error: “’End Date’ may not exceed the primary child participant’s 18^{th} birthday”
5. For Young Adult cases, the service authorization end date may not exceed the primary child’s 21^{st} birthday. Where Cases.program for the case currently selected in the header = ‘Young Adult’, use Cases.caseName_ID = Person.Person_ID on the Person table. If the current system date – Person.dateOfBirth >= 21, issue an error. Error: “’End Date’ may not exceed the primary child participant’s 21^{st} birthday”
6. If ServiceDelivery.unitType = ‘Daily’, ServiceDelivery.units will default to ServiceDelivery.endDate – ServiceDelivery.startDate + 1 day. The field will remain editable. This edit will be enforced once where Unit type = ‘Daily’ and a user has entered start and end dates.
7. If ServiceDelivery.unitType = ‘Hourly’, ServiceDelivery.units will default to (ServiceDelivery.endDate – ServiceDelivery.startDate + 1 day) * 24. The field will remain editable. . This edit will be enforced once where Unit type = ‘Hourly’ and a user has entered start and end dates.

8. To default the appropriate “Calculated Rate” and “Dollar Amount” (or amount for services that are not unit-driven), use Rate type defined for the selected service, which is read from the Service.rateType value. For all of the scenarios in this section other than rateType = ‘NA’, the “# of Units” field is enabled, and the “Rate” field is disabled, meaning that the service is ‘unit-based’, and the rate is read from some LAKIDS table. These edits are enforced once the user has selected a service category, type, and service provider.
   a. If Service.rateType = ‘By Service’, but does not involve level of care, the rate associated with the service authorization is derived from the ServiceRate table. The user will enter the number of units to authorize, and the dollar amount will be calculated. Rows on this table are effective dated, so logic must select only rows where effective date range overlaps current date. If the characteristic of “Rate by Child Allowed” = TRUE, the amount field will be enabled for edit, but will default to the amount derived from the ServiceRate table.
      i. If one ‘current’ row exists that is associated with the Service_ID, select ServiceRate.rate from ServiceRate where ServiceRate.Service_ID = derived Service_ID and ServiceRate.effectiveDate is the most current effective date range which includes current date.
      ii. If more than one ‘current’ row exists on the ServiceRate table that is associated with a Service_ID, the rate is broken down into rate by client’s age (1) Calculate participant’s age: Select Person.age from Person where Person.party_ID = selected participant’s party_ID. 2) use AGE to find appropriate service rate: Select ServiceRate.rate, from ServiceRate from ServiceRate where AGE .>=ServiceRate.fromAge and AGE <= ServiceRate.toAge and ServiceRate.effectiveDate is the most current effective date range which includes current date.
   b. If Service.rateType = ‘By Contract’, the rate associated with the service authorization is derived from the ProviderRate table. Rows on this table are effective dated, so logic must select only the row where effective date range overlaps current date. (Select ProviderRate.rate from ProviderService, ProviderRate where ProviderService.Service_ID = derived Service_ID and ProviderService.Party_ID = provider’s party_ID that was searched for and selected and ProviderService.ProviderService_ID = ProviderRate.ProviderService_ID and ProviderRate.CFMSNumber = Payment.CFMS# and ProviderRate.effective date is most current effective date range which includes current date.
   c. If Service.rateType= ‘By Provider’, the rate associated with the service authorization is derived from the ProviderRate table. Rows on this table are effective dated, so logic must select only the row where effective date range overlaps current date. (Select ProviderRate.rate from ProviderService, ProviderRate where ProviderService.Service_ID = derived Service_ID and ProviderService.Party_ID = provider’s party_ID that was searched for and selected and ProviderService.ProviderService_ID = ProviderRate.ProviderService_ID and ProviderRate.effective date is most

current effective date range which includes current date. The "Calculated Amount" is the rate * "# of Units".

d. If Service.rateType = 'By Bundled Service', use the same logic as 'By Provider'.
e. If Service.rateType = 'by Contract', the rate associated with the service authorization is derived from the ProviderRate table. Rows on this table are effective dated, so logic must select only the row where effective date range overlaps current date. (Select ProviderRate.rate from ProviderService, ProviderRate where ProviderService.Service_ID = derived Service_ID and ProviderService.Party_ID = provider's party_ID that was searched for and selected and ProviderService.ProviderService_ID = ProviderRate.ProviderService_ID and ProviderRate.CFMSNumber = Payment.CFMSNumber and ProviderRate.effective date is most current effective date range which includes current date.
f. If Service.rateType = 'NA', no predefined rate exists. The amount field will be enabled for edit with no default value. The amount field will indicate the maximum amount of money authorized to spend on the participant for the specified service.
    i. If Service.units = 'NA', the service is not unit-based, so "Calculated Rate" does not apply. The "Dollar Amount" field is enabled and required.
    ii. If Service.units not = 'NA', the service is unit-based. The "Dollar Amount" field is enabled and required.

9. The following edits apply to a service authorization for a facility in which a child has been placed (where Service.placement? = TRUE). These edits are enforced once the user has selected a service category, type, and service provider.
    a. If ServiceDelivery.Provider_ID indicates a Residential facility:
        i. ServiceDelivery.endDate = ServiceDelivery.startDate + six months
        ii. The Residential Level of Care field is required.
        iii. End Date may be edited, but the range may never exceed six months. If the user attempts to save the service authorization with a date range more than six months, the error "Service authorizations for placements in a Residential facility may not exceed six months" will be displayed.
    b. ServiceDelivery.Provider_ID indicates a Home Provider facility:
        i. ServiceDelivery.endDate = ServiceDelivery.startDate + twelve months
        ii. End Date may be edited, but the range may never exceed twelve months. If the user attempts to save the service authorization with a date range more than twelve months, the error "Service authorizations for placements in a certified foster home may not exceed twelve months" will be displayed.
        iii. The Home Provider Level of Care assessment must be completed before the service authorization may be submitted for approval.

<u>Other Processing</u>

1. Standard approval functionality will be utilized on the Services tab that allows the user to send the approval request to his/her supervisor while allowing the option to be sent to another supervisor where appropriate. LAKIDS will allow for the maintenance of levels of approval necessary for each Service Type before a service can be finally authorized. If the user initially documenting the service authorization has the necessary approval status, the authorization may be approved directly by the user. In the Service grid, Approval Status is derived from Approval.status where Approval.PartyTo_ID = ServiceDelivery.Event_ID for the current service.
2. Service authorizations cannot be deleted once they have been approved. If an approved service authorization must be cancelled and no payments have been made for the service according to ServiceDelivery.amountPaid, a Placement/Service End Reason of "Cancelled" is selected and the "End Date" is set to the appropriate date. If a payment has been made for the service, an End Reason of "Fulfilled" is selected and the 'End Date" is set to the appropriate date. If a user attempts to delete an approved authorization, the error "Approved Service Authorizations may not be deleted" is displayed.
3. For open cases, LAKIDS will send a tickler (i.e., Overdue Case Closure tickler in Section 5.3.1) to the Foster Care Supervisor 30 days after exipiration of latest instance of ServiceDelivery.Service_ID = (placement) for cases where Removal.authorityToPlace = "Voluntary Agreement".
4. Upon clicking the "Delete" button, a text message box will appear asking the user "Are you sure?".

2.24.4 Save Processing

1. Upon saving the service authorization, EventParticipant.Person_ID is set to the Party ID of the participant selected in the header at the top of the screen where EventParticipant.Party_ID is the Party ID of the case selected in the header, EventParticipant.Events_ID is the Events ID of the service authorization event being documented, and EventParticipant.type = 'ServiceDeliveryParticipant'.
2. Upon saving the service authorization, ServiceDelivery.Service_ID is set to the Service ID of the service on the Services table where Services.category and Services.type are the category and type selected for the service authorization.
3. If the provider that is selected for the service is listed as inactive (from ProviderServices.status, ProviderServices.beginDate, and ProviderServices.endDate) at any time within the "Start Date" and "End Date" for the service authorization, issue an error so that the user may not authorize payment for a provider at any time when the provider is inactive. Error: "The selected provider must be active throughout the Start Date and End Date time span"
4. The Service Category, Service Type, Dollar Amount, Start Date, and End Date fields are required. If the user attempts to save the service authorization without all of these fields populated, the appropriate error message is displayed. Errors: "'Service Category' is required"; "'Service Type' is required"; "'Dollar Amount' is required"; "'Start Date' is required"; "'End Date' is required"

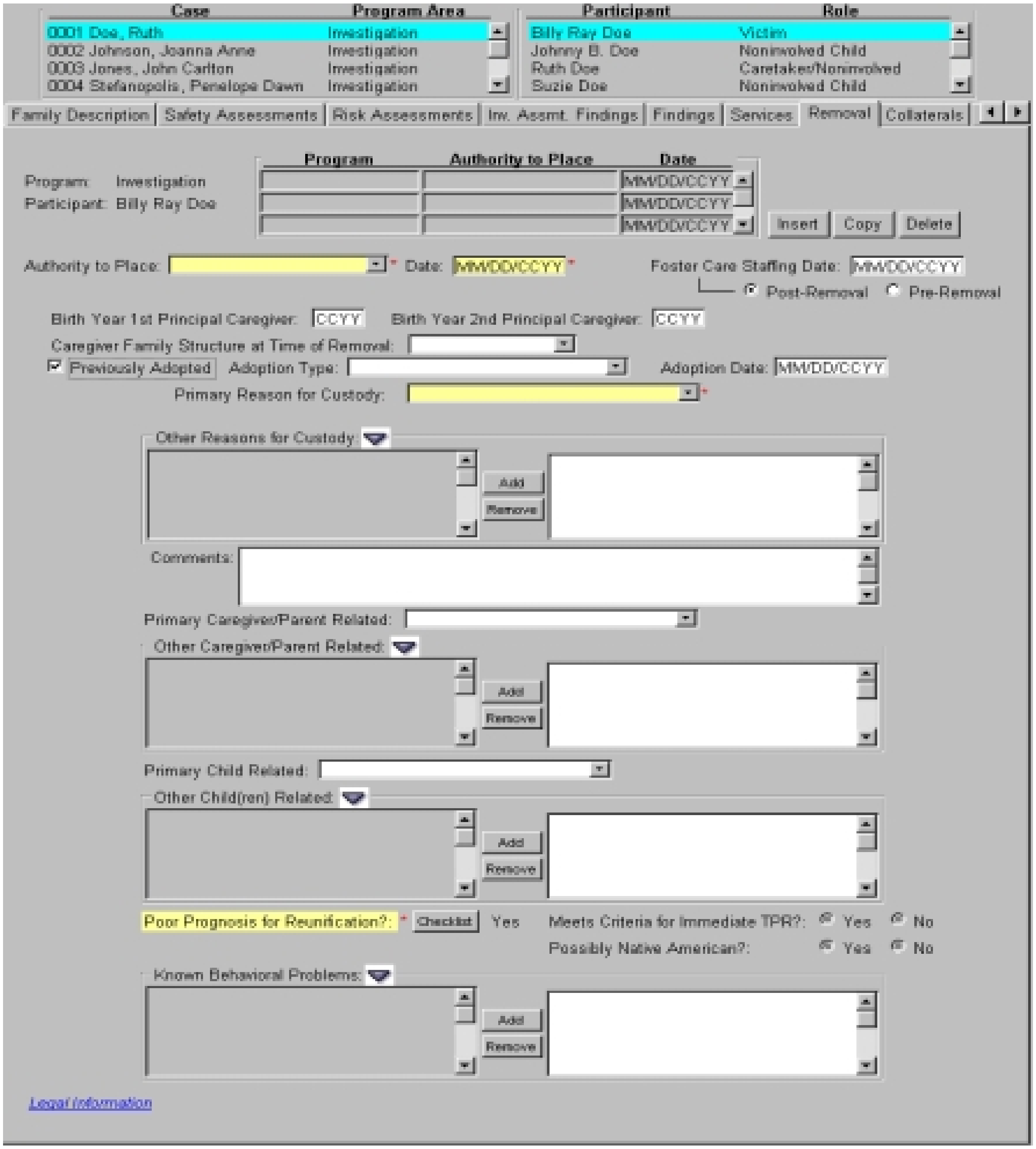
5. Non-Client specific (Service.clientRequired?" = FALSE) services are not allowed. Error: "Non-client specific services are not allowed"
6. Worker Reimbursement (Service.workerReimbursementAllowed? = TRUE) services are not allowed. Error: "Worker Reimbursement services are not allowed"
7. Two service authorizations for the same case participant may not overlap if the "By Client" field for the two Service categories and types on the Services screen are equal. The "By Client" overlap group disallows overlapping services in the same "By Client" group for the same client. Error: "The service authorization entered overlaps another for the participant in the same "By Client" overlap group indicated on the Services screen"
8. Two service authorizations for the same case participant and provider may not overlap if the "By Provider" field for the two Service categories and types on the Services screen are equal. The "By Provider" overlap group disallows overlapping services in the same "By Provider" group for the same client and provider. Error: "The service authorization entered overlaps another for the participant and provider in the same "By Provider" overlap group indicated on the Services screen"
9. For Foster Care board service authorizations (indicated by Service Category and Type), ServiceDelivery.endDate may not be greater than one year past ServiceDelivery.startDate. Error: "Start Date and End Date may not span more than one year for Foster Care board service authorizations"
10. For Residential board service authorizations (indicated by Service Category and Type), ServiceDelivery.endDate may not be greater than six months past ServiceDelivery.startDate. Error: "Start Date and End Date may not span more than six months for Residential board service authorizations"
11. For Day Care service authorizations (indicated by Service Category and Type), ServiceDelivery.endDate may not be greater than twelve months past ServiceDelivery.startDate. Error: "Start Date and End Date may not span more than twelve months for Day Care service authorizations"
12. Changing the End Date on an existing approved Service Authorization for a placement will require a reason to be entered in the "Placement/Service End Reason" field. Error: "Placement/Service End Reason is required"
13. If "Unit Type" = 'Monthly', 'Daily', 'Hourly' or 'Weekly', "# of Units" may not exceed the appropriate number allowable in the given "Start Date" thru "End Date" range. Error: "The '# of Units' given for the 'Unit Type' selected exceeds the maximum allowable for the specified date range"
14. Spending limits and maximum unit limits are enforced at the service authorization level following the same logic for payments. If a spending limit is exceeded, a warning will be issued to the user indicating that they have violated the spending limit. The appropriate Override approval level must be applied to the service authorization before it can achieve 'Approved' status. Spending limit edits and maximum unit edits are described in detail in the *Create and Process Payments* topic paper in section 2.8 Payment Request Screen, Limits and Approval subheading. Warnings: "The '# of Units' specified exceeds the current limit set for the selected service category, type, and provider"; "The 'Dollar Amount' specified exceeds the current limit set for the selected service category, type, and provider"

15. Upon save, LAKIDS will initiate an automated message to the Eligibility Specialist when a client's placement has changed, including a change to 'runaway' or OYD Custody. For any new service authorization where Service.placement? = 'Yes', determine if the last placement service's "Category" or "Type" were different, using Service.startDate, Service.endDate, and Service.Service_ID to derive the category and type.
16. Upon save, if a service category and type has been selected that indicates that the service authorization is for a non-custody infant born to a child in care (for Foster Care cases), LAKIDS will verify that the case has a participant with the role of "Non-custody infant" to ensure that the user has appropriately established the foster child's infant as a participant in the case. Error: "The non-custody infant must be established as a participant in the case before a service authorization for a payment made for the infant may be processed."
17. Upon save, LAKIDS will automatically update case participant addresses when a participant is in a foster care placement. Accordingly, when a new service authorization for a placement (Services.placement? = TRUE) is approved:
    a. For the participant selected in the header, use Person.Person_ID = Address.Party_ID on the address table. If a record is selected in which Address.addressType = 'Geographical', Address.endDate is not equal to NULL, and Address.c/o is not equal to Provider.Party_ID for the currently selected provider for the service authorization:
        i. set Address.endDate = ServiceDelivery.startDate –1 day.
        ii. Determine the current Provider's geographical address where Address.Party_ID = Provider.Party_ID of the provider for the current service authorization, Address.addressType = 'Geographical', and Address.endDate = NULL.
        iii. Create a new Address record for the child, where Address.addressType = 'Geographical', Address.startDate = ServiceDelivery.startDate for the current service authorization, Address.c/o = Provider.Party_ID of the provider for the current service authorization, and Address.Party_ID = Person.Person_ID for the participant currently selected in the header. Copy the following field values from the provider's record attained in step #20(a)(ii) into the new child's geographical address record: Address.street1, .street2, .street3, .street4, .street5, .city, .state, .zipCode, .description, .aptNumberPOBox, .country, .parish, and .region.
18. Clicking on Save invokes the following methods:
    a. ServiceDelivery.save()
    b. EventParticipant.save()
    c. Events.save()

2.24.5 Security

A LAKIDS User can create, read, update or delete information on the Services screen based on the user's security rights within LAKIDS. The Services screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.25 Investigation – Removal Tab



2.25.1 Screen Overview

The Removal screen displays a historical record by date of a child's removals, and data fields for information relevant at the time of a removal, as well as the information for

AFCARS reporting. The screen would be used if the decision is made that the child is at imminent risk in the current home environment.

When the user is capturing the removal data, the child would be selected from the header group box, and LAKIDS would display the selected child's name on the Removal screen. The user enters the removal data for historical and legal purposes. This includes the Authority to Place the child in OCS custody (e.g., court order, voluntary placement, or surrender), as well as the date of the Authority to Place document. Both Parent and Child Contributing Reasons for Custody are documented for inclusion on the Instanter Order. The type of removal staffing (pre or post removal), information regarding the removal, the child(ren), and the family are captured during the actual staffing. Data captured at the time of removal is used in eligibility determination and will populate applicable fields on the Eligibility screen (refer to the *Eligibility* design for details regarding eligibility and applicable fields that are represented on the Removal screen). In addition, the user will be required to complete the Poor Prognosis for Reunification checklist prior to saving this information.

The removal information that is recorded here and in subsequent cases for the selected LAKIDS client will be editable in this tab, as well as in each program in which the child is provided services.

2.25.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Removals grid	Lists removals that have been documented for the child selected in the header	
Program	Program area that the removal was documented in; view only	Retrieved From: Removal.program Saved To: N/A

Field Label	Description	Database Mapping
Authority to Place	The method of removal (e.g. Custody Order, Voluntary Placement Agreement, Surrender); view only	Retrieved From: Removal.authorityToPlace Saved To: N/A
Date	Date associated with the Authority to Place (date of the Custody Order, Voluntary Placement Agreement, or Surrender); view only	Retrieved From: Removal.dateOfRemoval Saved To: N/A
Removals information	Detailed information pertaining to a removal	
Program	Program area that the removal was documented in; system derived; view only	Retrieved From: Cases.type Saved To: Removal.program
Participant	Child participant in the removal; view only	Retrieved From: Person.firstName Person.middleName Person.lastName See Background Processing Saved To: N/A
Authority to Place	The method of removal (e.g. Custody Order, Voluntary Placement Agreement, Surrender); user-selected drop-down; required	Retrieved From: N/A Saved To: Removal.authorityToPlace
Date	Date associated with the Authority to Place (date of the Custody Order, Voluntary Placement Agreement, or Surrender); user-entered date; required	Retrieved From: N/A Saved To: Removal.dateOfRemoval
Foster Care Staffing Date	Date of foster care staffing; user-entered date	Retrieved From: N/A Saved To: Removal. fosterCareStaffingDate

Field Label	Description	Database Mapping
Post-Removal	Indicates if the need for the child's removal was discussed after the court awarded custody of the child; system-generated user-editable radio buttons	Retrieved From: N/A Saved To: Removal.preOrpostRemoval
Pre-Removal	Indicates if the need for the child's removal was discussed in advance of requesting custody of the child from the court; system-generated user-editable radio buttons	Retrieved From: N/A Saved To: Removal.preOrpostRemoval
Birth Year 1st Principal Caregiver	Birth year of the first principal caregiver; user-entered date; AFCARS data	Retrieved From: N/A Saved To: Removal.birthYear1
Birth Year 2nd Principal Caregiver	Birth year of the second principal caregiver; user-entered date; AFCARS data	Retrieved From: N/A Saved To: Removal.birthYear2
Caregiver Family Structure at Time of Removal	Identifies the family structure; user-selected drop-down; required	Retrieved From: Codes Table Saved To: Removal. caregiverFamilyStructure
Previously Adopted	Indicates if child participant was adopted; user-selected checkbox	Retrieved From: N/A Saved To: Removal.previouslyAdopted?
Adoption Type	Adoption Type; user-selected drop-down	Retrieved From: Codes Table Saved To: Removal.adoptionType
Adoption Date	Indicates date adoption was finalized; user-entered date when Previously Adopted checkbox is selected	Retrieved From: N/A Saved To: Removal.adoptionDate

Field Label	Description	Database Mapping
Primary Reason for Custody	Primary reason for custody; user-selected drop-down; required	Retrieved From: Codes Table Saved To: Removal. primaryReasonFor Custody
Other Reasons for Custody List Box	List of reasons for custody; view only	Retrieved From: Codes Table Saved To: N/A
Other Reasons for Custody Selected List Box	The other reasons for custody that apply to the removal; user-selected multi-select	Retrieved From: N/A Saved To: OtherReasonsForCustody. OtherReasonsForCustody_ID
Comments	Text field for comments related to the reasons for custody; user-entered text	Retrieved From: N/A Saved To: Removal.comments
Primary Caregiver/Parent Related	Primary removal reasons related to caregiver; user-selected drop-down; required	Retrieved From: Codes Table Saved To: Removal.primaryCaregiverPa rent Related
Other Caregiver/Parent Related List Box	List of removal reasons for Other Caregiver/Parent	Retrieved From: Codes Table Saved To: N/A
Other Caregiver/Parent Related Selected List Box	The other caregiver/parents related that apply to the removal; user-selected multi-select; required	Retrieved From: N/A Saved To: OtherCaregiver/ParentRelate d Reasons.Party_ID
Primary Child Related	Primary child related removal reasons; user-selected drop-down; required	Retrieved From: Codes Table Saved To: Removal.primaryChildRelated

Field Label	Description	Database Mapping
Other Child Related List Box	List of other reasons related to child removal; view only	Retrieved From: Codes Table Saved To: N/A
Other Child Related Selected List Box	The other reasons related to the child removal selected; user-selected multi-select	Retrieved From: N/A Saved To: OtherChildRelatedReasons. Party_ID
Poor Prognosis for Reunification?	Indicates if the prognosis for reunification is poor; automatically populated based on the values entered on the checklist that is accessed using the "Checklist" button; required	Retrieved From: N/A See Background Processing Saved To: Removal.poorPrognosis
Meets Criteria for Immediate TPR?	Indicates if circumstances meet the criteria for immediate TPR; user-selected radio button set	Retrieved From: N/A Saved To: Removal.meetsTPRCriteria
Possibly Native American?	Indicates if the staff member documenting the removal has reason to believe that the child(ren) may be of Native American descent; user-selected radio button set	Retrieved From: N/A Saved To: Removal.possiblyNative
Known Behavioral Problems List Box	List of available behavioral problems related to removal	Retrieved From: Codes Table Saved To: N/A
Known Behavioral Problems Selected List Box	The known behavioural problems that apply to the removal; user-selected multi-select	Retrieved From: N/A Saved To: KnownBehaviorProblem. problem

Field Label	Description	Database Mapping
Legal Information	Hyperlink to legal screens	Retrieved From: N/A Saved To: N/A

Button/Right Mouse Click Functionality	Processing
Insert	Allows the user to enter a new removal record; inserts a blank row at the top of the grid and clears the data entry fields.
Copy	Functions the same as the Insert button, only copies all information for the selected removal into the newly created one.
Delete	Deletes the selected removal record. Upon clicking the delete button, a text message box will appear asking the user "Are you sure?" Invokes the Removal.delete () method.
Legal Information	Hyperlink to legal screens
Add	Adds the values selected in the left box to the right one, indicating that the values apply to the removal.
Remove	Removes the values selected in the right box, indicating that the values that are removed do not apply to the removal record.
Checklist	Displays the "Poor Prognosis Indicators" checklist to be filled out in order to populate the "Poor Prognosis for Reunification" field.

2.25.3 Background Processing

Screen Initiation

1. Upon accessing the Removal Tab, LAKIDS populates the inset grid found just below the header group box with the history of removals specific to the child participant selected in the header for the current case and all associated cases. If no participant is selected in the header, LAKIDS will populate the inset grid with all Removal records for all participants in the current case and with Removal records in the associated cases for participants in the current case. All records populated from associated cases are listed for reference purposes only and are not editable.
2. If the user has populated "Date" and "Foster Care Staffing Date", and the staffing date < the authority to place date, the "Pre-Removal" button is selected by default.

Conversely, if the user has populated “Date” and “Foster Care Staffing Date”, and the staffing date > the authority to place date, the “Post-Removal” button is selected by default.

3. The Program (e.g., Investigations, Family Services) in which the Removal screen is accessed will be identified on the screen to the left of the Removals History Grid Box.
4. The Case Participant selected in the main header will be identified on the screen to the left of the Removals History Grid Box. The selected participant must have a role associated with a child in the case (e.g., victim, day care victim, foster care victim); a participant with a caretaker or parent role will result in an error message. Error: “Only child case participants can be selected for removal.”

Field Level Validations

1. Only one radio button an be selected relevant to the “Foster Care Staffing Date.”
2. ‘Adoption Date’ field will only be enabled when the ‘Previously Adopted’ checkbox has been checked.

Other Processing

1. Selecting “Yes” for the Possibly Native American field will send an automated message to a selected LAKIDS User that will be responsible for assuring that the appropriate notifications are generated and sent to comply with ICWA policy. Detailed information regarding the automated message is documented in the *Person Management* topic paper.
2. Following completion of the ‘Poor Prognosis for Reunification’ checklist, LAKIDS will display ‘Yes’ next to the button if any items other than ‘None of the above’ are selected on the checklist, and ‘No’ if only the ‘None of the above’ checkbox is selected.
3. Upon clicking the “Delete” button, a text message box will appear asking the user “Are you sure?”.

2.25.4 Save Processing

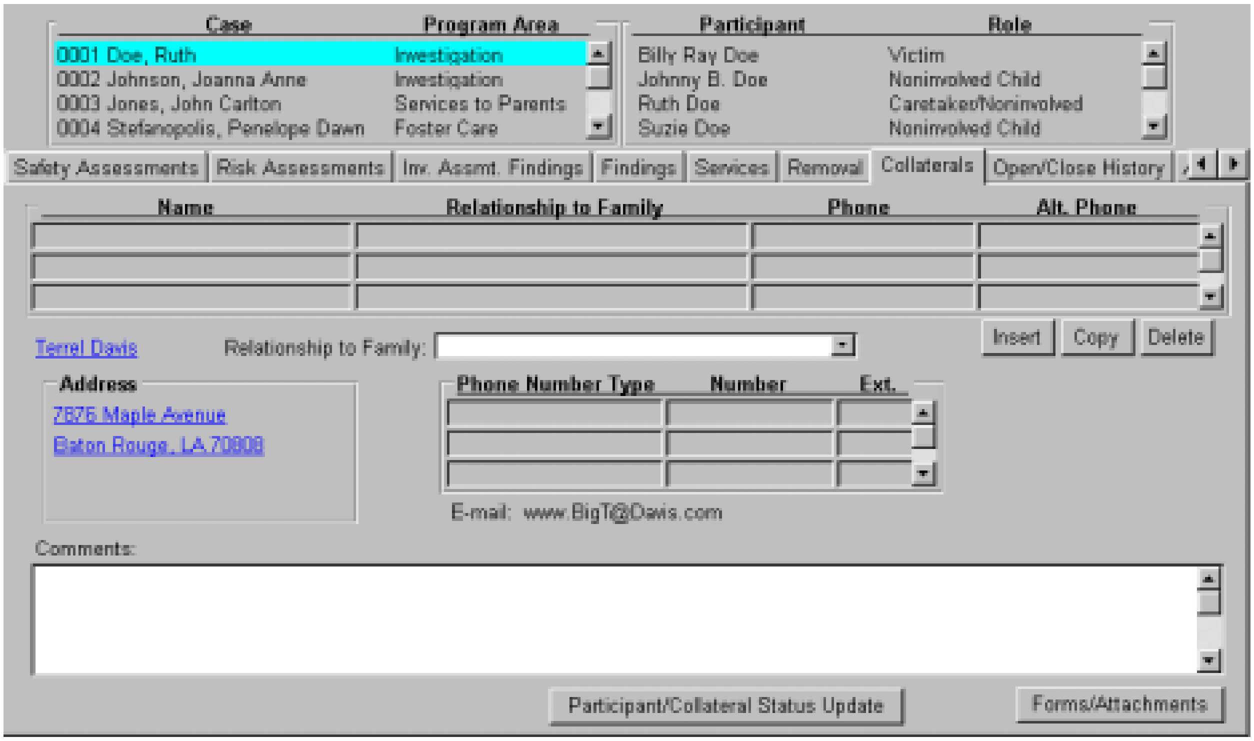
1. Save processing invokes the following edits:
   a. The ‘Primary Reason for Custody’ must be selected. Error: “A Primary Reason for Custody must be selected.”
   b. The ‘Primary Caregiver/Parent Related’ reason for custody must be selected. Error: “The Primary Caregiver/Parent Related reason for custody must be selected.”
   c. The ‘Primary Child Related’ reason for custody must be selected. Error: “The Primary Child Related reason for custody must be selected.”
   d. “Poor Prognosis for Reunification” checklist must be completed. Error: “The Poor Prognosis for Reunification checklist must be completed before the Removal tab can be saved.”

   e. The “Authority to Place” and associated “Date” field must be populated. Error: “The ‘Authority to Place’ and associated ‘Date’ field is required.”
2. Save processing invokes the following methods:
   a. Removal.save()
   b. EventParticipant.save()
   c. Events.save()

2.25.5 Security

A LAKIDS User can create, read, update or delete information on the Investigation - Removal screen based on the user’s security rights within LAKIDS. The Investigation - Removal screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.26 Investigation – Collaterals Tab



2.26.1 Screen Overview

The Collaterals tab is a common tab for the Investigation, Family Services, Foster Care, and Adoption program areas in LAKIDS. This tab is used to record basic information for persons who are associated to the case but are not entered on the Participants tab.

Collateral information is stored in LAKIDS Person Management and will be able to be searched using the Person Search described in the *Search* topic paper. When a new collateral is identified in the case, the "Insert" button is selected, causing a new instance of the browser to be displayed with the Person Search screen displayed. Following the person search, if the results indicate that the collateral is known to LAKIDS, the found person is selected and the person is established as a collateral in the case, displaying that person's information on the Collaterals tab. When LAKIDS does not have any record of the individual, the user will be provided the Person Management screens to enter information regarding the collateral. Upon saving that information, the person will be established as a collateral in the case, displaying that person's information on the Collaterals tab. Details regarding the Person Management area of LAKIDS are presented in the *Person Management* topic paper.

2.26.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Collaterals grid	Lists collaterals that have been documented for the investigation	
Name	The collateral’s name; view only	Retrieved From: Person.firstName Person.middleName Person.lastName Saved To: N/A
Relationship to Family	The collateral’s relationship to the family; view only	Retrieved From: Relationship.type Saved To: N/A
Phone	The collateral’s primary telephone number; view only	Retrieved From: Phone.phoneNumber Saved To: N/A
Alt. Phone	The collaterals first alternate telephone number; view only	Retrieved From: Phone.phoneNumber Saved To: N/A
Collaterals Information	Detailed information pertaining to a collateral	
Collateral Name	The collateral’s name; view only hyperlink to the collateral’s Person Management record	Retrieved From: Person.firstName Person.middleName Person.lastName Saved To: N/A

Field Label	Description	Database Mapping
Relationship to Family:	The collateral's relationship to the family; user-selected drop-down	Retrieved From: Codes table Saved To: Relationship.type
Address	Current residence address for the collateral according to Person Management; view only hyperlink to a map that is centered on the address	Retrieved From: Address table Saved To: N/A
Phone Number Group Box	Displays all phone numbers for the selected collateral according to Person Management; view only	
Phone Number Type	The type of phone number; view only	Retrieved From: Phone.phoneType Saved To: N/A
Number	Ten-digit phone number, including area code; view only	Retrieved From: Phone.phoneNumber Saved To: N/A
Ext.	Extension for phone number when applicable; view only	Retrieved From: Phone.extension Saved To: N/A
E-mail	The selected collateral's e-mail address according to Person Management; view only	Retrieved From: EmailAddress.E-mail Saved To: N/A
Comments	Comments regarding the collateral; user-entered text	Retrieved From: N/A Saved To: Person.comments

Button/Right Mouse Click Functionality	Processing
Insert	Allows the user to establish a new collateral in the case; LAKIDS will display the Person Search screen in a new instance of the LAKIDS application upon clicking this button.
Copy	Functions the same as the Insert button, only copies all information for the selected collateral into the newly created one.
Delete	Deletes the current collateral as a collateral in the case. The collateral's Person Management record will not be deleted by selecting this button. Upon clicking the delete button, a text message box will appear asking the user "Are you sure?" Invokes the following methods: a. Relationship.deleteCollateral () b. Person.deleteCollateral()
Participant/Collateral Status Update	Displays the Participant/Collateral Status Update pop-up allowing the user to maintain the status of the collateral in the case.
Forms/Attachments	Opens the standard Forms/Attachments pop-up screen so that the user may generate forms, view previously generated forms, attach files, and view previously attached files.

2.26.3 Background Processing

Screen Initiation

1. Upon accessing this tab, any collaterals previously entered for the case (regardless of program area) are retrieved from the database and populated to the inset grid at the top of the tab.

Field Level Validation

None

Other Processing

1. Selecting the "Insert" or "Copy" button will load a new instance of LAKIDS, displaying the Person Search screen. If the "Copy" button was selected and no person was matched using the Person Search, address and phone number information pertaining to the original participant that was copied will automatically populate on the new record in Person Management for the new participant.

2. Selecting a person from Person Search will establish that person as a collateral in the case and display that person's name in the Participant header box.
3. A collateral must be selected before selecting the Participant/Collateral Status Update command button. Error: "A collateral must be selected to access the Participant/Collateral Status Update screen."
4. Upon clicking the "Delete" button, a text message box will appear asking the user "Are you sure?".

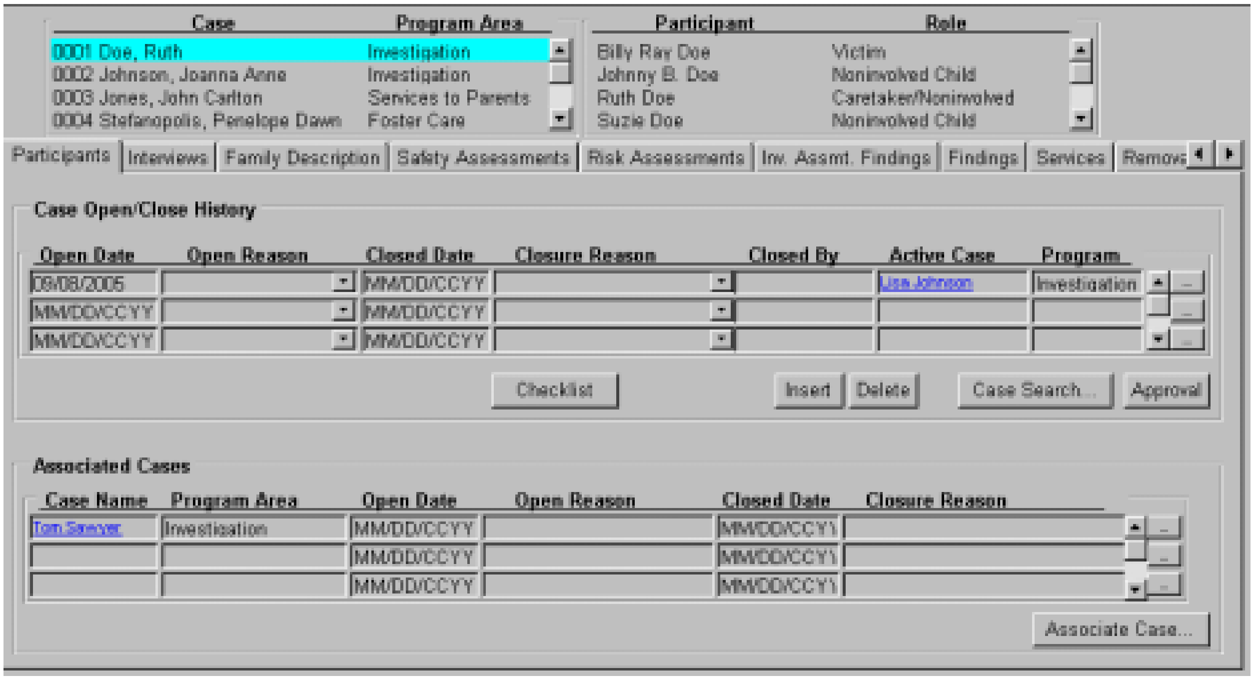
2.26.4 Save Processing

1. Save processing will create a link between the new collateral and the Investigation. This Relationship Type = Collateral_Contact will be created by storing the Party_IDs on the Relationship table as a Person-to-Case relationship.
2. Save processing invokes the following methods:
   a. Relationship.saveCollateral ()
   b. Person.saveCollateral()

2.26.5 Security

A LAKIDS User can create, read, update or delete information on the Investigation - Collaterals screen based on the user's security rights within LAKIDS. The Investigation - Collaterals screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.27 Investigation – Open/Close History Tab



2.27.1 Screen Overview

The Open/Close History tab is a common tab for cases across all OCS program areas. The information recorded on this tab is used to support the following processes:

- Enter an Open Date and an Open Reason when a new case is opened in a specific program area,
- Document a Closed Date and a Closure Reason when an already open case needs to be closed for a specific reason,
- Initiate the approval necessary for the Case Closure for the reason documented above (case closures require supervisor approvals),
- Re-open cases (using the Insert button in the Case Open/Close History group-box) that have been closed,
- Indicate Active Cases (using the ‘Case Search…’ button) for those instances where a case is closed and the participant of the closed case becomes an active participant of another case. For example, when a Foster Care (FC) case is closed and the child becomes a participant in the parent(s)’ Services to Parents (SP) case. The Case Search… button accesses the Case Search screen described in the *Search* design paper and allows the user to select the active case after closure.
- View associated cases in other program areas using the Associated Cases group-box. For example, the Intake and the Investigation that led to a specific Foster Care case. These cases will have hyperlinks and will allow the user to open the case

record, if necessary. LAKIDS will automatically update the associated cases entries as one family/individual moves from one program to another.

- Associate other cases that the Staff Member/supervisor feels are related to the selected case. The Staff Member, through clicking on the 'Associate Case…' button, will do this manually. The 'Associate Case…' button accesses the Case Search screen described in the *Search* design paper and allows the user to conduct a search for a case to associate with the currently selected case.

When a new case is opened in a specific program area using the Create Case pop-up screen described earlier in this topic paper, the set of tabs associated with the particular program that the case will be in are displayed. One of the first tasks that the staff member opening the new case needs to do, is to enter the Open Reason and the Open Date associated with this new case. This will ensure that this new case is open to services in the program specified effective as of the Open Date.

For investigations that result directly from an intake, LAKIDS will pre-fill the Open Reason using information from the Allegation Category field on the Intake – Allegation screen. Where multiple allegations have been documented within an intake, LAKIDS will determine the Open Reason based on the following hierarchy:

1. Sexual Abuse
2. Physical Abuse
3. Neglect
4. Out of Home Care

In order to close a case, the staff member requesting the closure enters the Close Date and the Closure Reason. Since all case closures require supervisory approval, this request is then forwarded to the appropriate supervisor using the Approval button. The Approval button will invoke standard approval functionality described in the *Approvals* design paper.

Upon case closure (i.e., entering a Close Date and Closure Reason), LAKIDS will ensure that all closure edits are successfully passed before allowing a case to be closed. Coincident with the closure of a case, LAKIDS will close all open assignments to the case.

Where an investigation is closed with a Closure Reason = "Invalid", the status of each participant associated with the invalid investigation is updated to 'Expunge'. Following the approval of the case closure, these participants will be expunged from LAKIDS in accordance with current procedures. Please refer to the *Expunge and Purge* topic paper additional information on the expunge process for invalid investigations.

Although the Approval functionality is standard, the validations that occur before an investigation closure can be forwarded to a supervisor are program specific. Accordingly, before an Investigation can be closed, when all necessary approvals have been successfully completed on the following activities:

- Final Finding entered and approved on Investigation – Findings Tab;
- Appropriate notifications sent (as noted by check in checkbox) on Investigation – Findings Tab
- Service authorizations end dated with a date prior to or equal to the closure date;
- Staffing tab completed for valid investigations
- All pending approvals successfully processed on assessment tabs.

2.27.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, "N/A" in the "Retrieved From" field means the data is retrieved from and saved to the same database location.
Case Open/Close History Group Box		
Open Date	The date that the investigation was opened; user entered date; view only once the user entered Open Date is saved	Retrieved From: N/A Saved To: ClosingHistory.openDate
Open Reason	Standard value description of the reason for opening the investigation; user selected drop-down field; view only once the user-selected Open Reason is saved	Retrieved From: Allegation. allegationCategory (See Background Processing) Saved To: ClosingHistory. reasonForOpen
Closed Date	The date that this investigation was closed; user entered date field; view only once the closure is approved	Retrieved From: N/A Saved To: ClosingHistory.closeDate

Field Label	Description	Database Mapping
Closure Reason	Standard value description of the reason for closing the investigation; view only, user-selected drop-down field; view only once the closure is approved	Retrieved From: Codes Table Saved To: ClosingHistory. reasonForClosure
Closed By	Name of the Staff Member who closed the investigation; LAKIDS derived from log on ID of the Staff Member who initiates the approval for a case closure; view only	Retrieved From: N/A Saved To: ClosingHistory.closedBy See Background Processing
Active Case	The name of the Active Case if the case was closed because the participant of the case is now in another active case (e.g., Foster Care (FC) case closing and the child returning to the Parent(s)' active Service to Parents (SP) case); retrieved from the case selected after the user conducts a case search using the Case Search… button; includes a hyper-link to the case	Retrieved From: N/A Saved To: ClosingHistory. activeCaseID
Program	The specific program associated with the Active Case displayed; view only	Retrieved From: N/A If an active case is recorded, this field is retrieved from Cases.program Saved To: N/A

Field Label	Description	Database Mapping
Comments	Narrative text for information relative to the investigation closure; user-entered text field; accessed when the user clicks on the little button (…) to the right of the Inset Grid	Retrieved From: N/A Saved To: ClosingHistory. caseClosedComments
Associated Cases Group Box		
Case Name	The name of the case associated with the case in focus; view only	Retrieved From: Cases.caseName Saved To: N/A
Program Area	The program area associated with the selected case; view only	Retrieved From: Cases.program Saved To: N/A
Open Date	The date that the case was opened in the program area; view only	Retrieved From: ClosingHistory.openDate Saved To: N/A
Open Reason	The reason that the case is being opened; view only	Retrieved From: ClosingHistory. reasonForOpen Saved To: N/A
Closed Date	The date the program area involvement was closed; view only	Retrieved From: ClosingHistory.closeDate Saved To: N/A
Closure Reason	The reason that the case is being closed; view only	Retrieved From: ClosingHistory. reasonForClosure Saved To: N/A

Field Label	Description	Database Mapping
Comments	Narrative text for information relative to the case closure; view only	Retrieved From: ClosingHistory.caseClosed Comments Saved To: N/A

Button/Right Mouse Click Functionality	Processing
Comments	Accesses a pop-up screen where the user can enter any comments associated with the Case Closure request
Checklist	Accesses checklists associated with the Open/Close History tab, such as Investigation Closure Checklist
Insert	Inserts a new line in the Case Open/Close History group box. Inserting a new line item is allowed only if the most recently recorded line item has a Closed Date and Closure Reason entered. Invokes ClosingHistory.insertCaseOpen() method.
Delete	Deletes the selected Case Open/Close History line item from the group box. The Delete function is only allowed if the user accidentally Inserted a new line item and would like to delete it. Deletions of already saved case open/close line items are not allowed for audit-trail purposes. Upon clicking the delete button, a text message box will appear asking the user "Are you sure?" Invokes ClosingHistory.deleteCaseOpen() method.
Case Search	Accesses the Data Retrieval Case Search pop-up screen
Approval	Standard Approval functionality Invokes ClosingHistory.approveInvestigationCaseClose method.
Comments	Accesses a pop-up screen where the user can view any comments associated with the Case Closure
Associate Case	Accesses the Data Retrieval Case Search pop-up screen

2.27.3 Background Processing

Screen Initiation

1. When a new case is opened in a new program (after the user selects Create button on the Create Case pop-up screen), the Case Open/Close History group-box is not populated and appears with only one blank line added. Open Date and Open

Reason fields are the only editable and required fields in the selected blank line. The LAKIDS User opening a new case is required to enter an Open Date and an Open Reason before a new case can be saved.
2. The Open Reason will pre-fill based on the Allegation Category that was recorded on the associated Intake's Allegations tab. Accordingly, LAKIDS will retrieve the caselink that was created in Section 2.10.3.2 from the Relationship table with the Investigation_ID.
3. Once a case is saved for the first time after its creation, the Case Open/Close History group box retrieves all records from the ClosingHistory table where ClosingHistory.Party_ID is the same as the Party_ID (i.e., Case ID) of the case that is being displayed. The selected records will be displayed based on the Open Date with the most recent Open Date on top.
4. The Closed Date and Closure Reason fields are editable only if the selected line item in the Case Open/Close History has an Open Date and an Open Reason recorded.
5. All line items in the Case Open/Close History group box are view only and cannot be edited except the most recent line item.
6. The Associated Cases group box first retrieves the record from the Relationship table where Relationship.PartyFrom_ID = Party_ID of the selected case. Then, for the selected record retrieve the Relationship.PartyTo_ID. Then, retrieve all records from the Relationship table where Relationship.PartyTo_ID = the PartyTo_ID of the displayed case. Finally, display case information for the cases where Party_ID = Relationship.PartyFrom_ID of the selected Relationship table records. When displaying case information, display on the most recent Open/Close History table entries for the selected cases.

Field-level Validations

1. All line items in the Case Open/Close History group box are view only and cannot be edited except the most recent line item.
2. The Closed Date and Closure Reason fields are editable only if the selected line item in the Case Open/Close History has an Open Date and an Open Reason recorded.
3. The Open date entered on a new Open/Close History line item must be greater than or equal to the Closed Date entered on the next more recent Open/Close History line item. Error: "Open Date needs to be greater than or equal to the most recent Closure Date."
4. The Closed Date entered cannot be less than the Open Date for the same line item.
5. The Insert button is used to re-open closed cases and is enabled only for authorized users (indicated by the Security profile). In order to re-open a closed case, the authorized LAKIDS User first searches for the case using the Navigational Search Case screen. After the closed case is located, the user opens the case by clicking on the hyperlink. Then, the user proceeds to the Open/Close History tab and clicks on the Insert button to add a new line item in the Case Open/Close History group box. After the user enters an Open Date and an Open Reason and saves the information, the case is re-opened. This also creates an assignment to the user who

re-opened the case allowing the user to access the case when needed through the Navigation Bar.

6. The Case Search button is enabled only if the most recent line item in the Open/Close History group box is selected by the user and Closed Date and Closure Reason are selected.
7. The Delete button can only be used if an Open/Close History line item is inserted by accident and has not been saved yet. After the line item is saved, the Delete button is disabled.
8. The Closed By field is populated after the case closure request is finally approved by the supervisor. This field is populated with the name of the caseworker who initiated the case closure request.
9. When the LAKIDS User enters a Closed Date, the Closure Reason will default to the Final Finding (if already recorded) entered on the Investigation -- Findings tab.

Other Processing

1. Edits specific to a program are enforced before the approval for case closure can be initiated. These edits will be enforced when the Staff Member responsible for the case enters Closed Date and Closure Reason and selects the Approval button to send the case closure request to his/her supervisor. If the edits that are in place before an investigation can be closed fail, LAKIDS will display an error message displaying the work that needs to be completed before the investigation can be closed. The investigation is not closed until the responsible supervisor approves the closure request.
2. When the user clicks on the Case Search... button, the data retrieval Search Case screen pops up. The user searches for the case and if he/she selects a case and closes the Search Case screen, the selected case is displayed in the Active Case field with a hyperlink. The program associated with the selected case is also displayed.
3. When the user clicks on the Associate Case... button, the data retrieval Search Case screen pops up. The user searches for the case and if he/she selects a case and closes the Search Case screen, the selected case is displayed in the Case Name field with a hyperlink. The program associated with the selected case and the most recent Closing History line item is also displayed.
4. When the user clicks on the Comments button (displayed to the right of all line entries), the comments associated with the Case Closure are displayed for the selected line item. The only comments that are editable are the ones associated with an Open/Close History line item for which the case closure has not been initiated yet or the request has not been finally approved (i.e., once a case is closed, comments associated with the closure cannot be updated).
5. When the user clicks on the Case Name hyperlinks, a separate instance of the browser opens displaying the selected case. When the user closes this case, he/she returns to the Open/Close History tab where the hyperlink was initiated.
6. LAKIDS will only allow the District Supervisor to edit the Case Close or Date fields.
7. Upon clicking the “Delete” button, a text message box will appear asking the user “Are you sure?”.

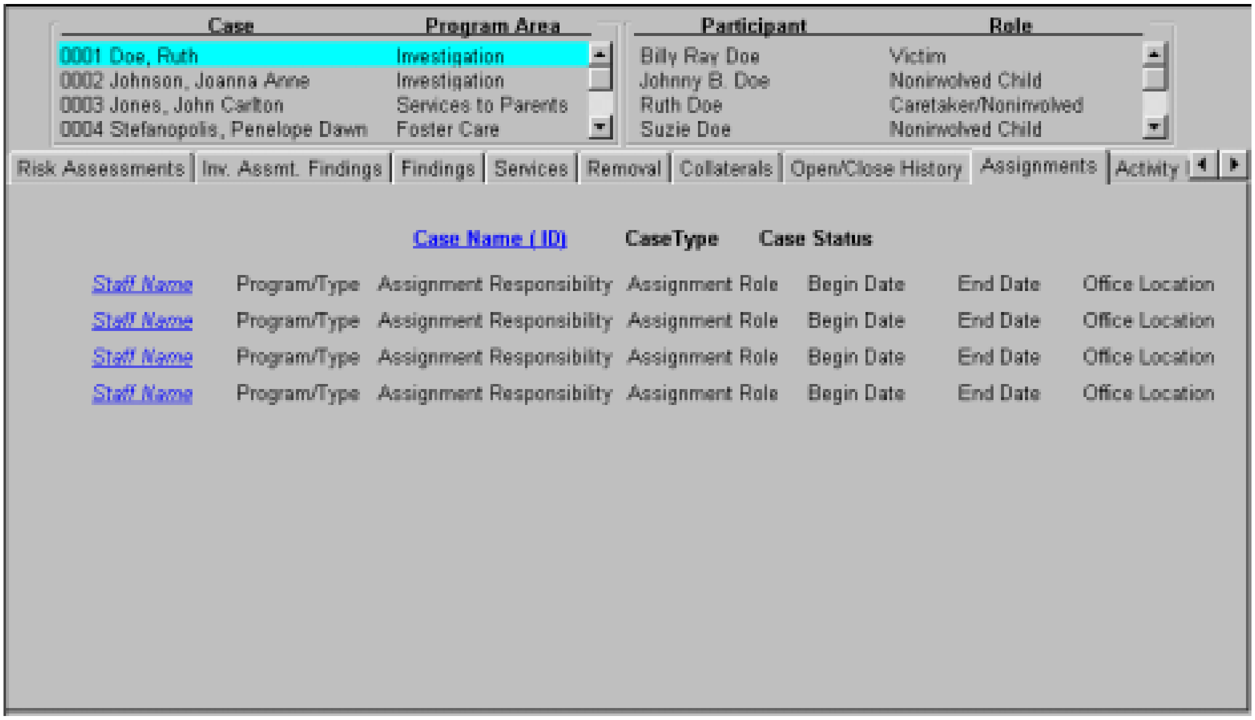
2.27.4 Save Processing

1. Once the user inserts a new Open/Close History line item, Open Date and Open Reason are required before information can be saved. Error: Enter Open Date and Open Reason.
2. The Open date entered on a new Open/Close History line item must be greater than or equal to the Closed Date entered on the next more recent Open/Close History line item. Error: Open Date needs to be greater than or equal to the most recent Closure Date.
3. If all save edits are successful, the new Open/Close History entry is saved in the ClosureHistory table.
4. When a new case is saved for the very first time, if it originated from an existing OCS case (as designated on the Create Case pop-up screen), then a new entry on the Relationship table is inserted. The type of the relationship is set as "Associated Case" and the unique ID of the case (i.e., Party_ID) is saved on the Relationship.PartyFrom_ID. Finally, Relationship.PartyTo_ID is set equal to the PartyTo_ID of the originating case that was selected on the Create Case pop-up screen. Same processing is repeated if the user clicks the Associate Case button and selects a case to associate with the case that is being displayed.
5. Upon approval of an investigation with a Closure Reason = "Invalid", the Participant Status of each participant associated with the invalid investigation is updated to 'Expunge'.
6. Upon entry of a Close Date and Closure Reason and the subsequent approval of the case closure, LAKIDS will automatically close all assignments that remain open on the case.
7. Save processing invokes the following methods:
    a. ClosingHistory.save()
    b. Relationship.saveAssociatedCase()
    c. Cases.save()
8. Approval processing invokes the ClosingHistory.validateInvestigationCaseClose() method.

2.27.5 Security

A LAKIDS User can create, read, update or delete information on the Open/Close History tab based on the user's security rights within LAKIDS. The Open/Close History tab will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.28 Investigation – Assignments Tab



2.28.1 Screen Overview

The Assignments screen provides a historical list of all of the OCS staff members that have been assigned to the case that is selected in the header. The name of the staff member assigned, case program area, assignment responsibility and role, begin date, end date, and office location are displayed. The office location displayed in each assignment record is the staff member's office location at the time the assignment was made. If the staff member changed office location since then, the change will not be reflected on the Assignments screen. Clicking any of the staff member's names listed will display the Staff Management screens for that staff member in a separate instance of the LAKIDS application (see the *Staff Management* topic paper). Detailed information regarding the Assignments screen is documented in the *Assignments* topic paper.

The column headings for the view above will be incorporated, as time permits. Clicking on a column heading for a specific attribute will sort the list view with respect to the selected attribute.

2.28.2 Screen Information

Field Label	Description	Database Mapping
Staff Name	The name of the Staff Member who was or is assigned to the case; LAKIDS hyperlink field; clicking on the hyperlink will bring the user to the Staff Management screens for the linked Staff Member; view only	Retrieved From: Person.nameFirst Person.nameMiddle Person.nameLast Saved To: N/A
Program/Type	The program area that the Staff Member's assignment to this case was for; view only	Retrieved From: Assignment.program Saved To: N/A
Responsibility	The responsibility associated with the Staff Member's assignment; view only	Retrieved From: Assignment. assignmentResponsibility Saved To:
Assignment Role	The role associated with the Staff Member's assignment (e.g., Primary, Secondary); view only	Retrieved From: Assignment.assignmentRole Saved To: N/A
Begin Date	The starting date of the assignment to the case for the row; view only	Retrieved From: Assignment.beginDate Saved To: N/A
End Date	The end date of the assignment to the case for the row; view only	Retrieved From: Assignment.endDate Saved To: N/A

Field Label	Description	Database Mapping
Office Location	The office location of the Staff Member for the row; view only	Retrieved From: Assignment.Office_ID Saved To: N/A

2.28.3 Background Processing

Screen Initiation

1. Upon accessing the Assignments tab, LAKIDS will retrieve all previously recorded Staff Member assignments from the Assignment table for the case and display them in reverse chronological order based on assignment begin date.

Field Level Validations

None.

Other Processing

1. Clicking on the Staff Name hyperlink opens a new instance of the browser and takes the user to the Staff Management associated with the selected staff member.

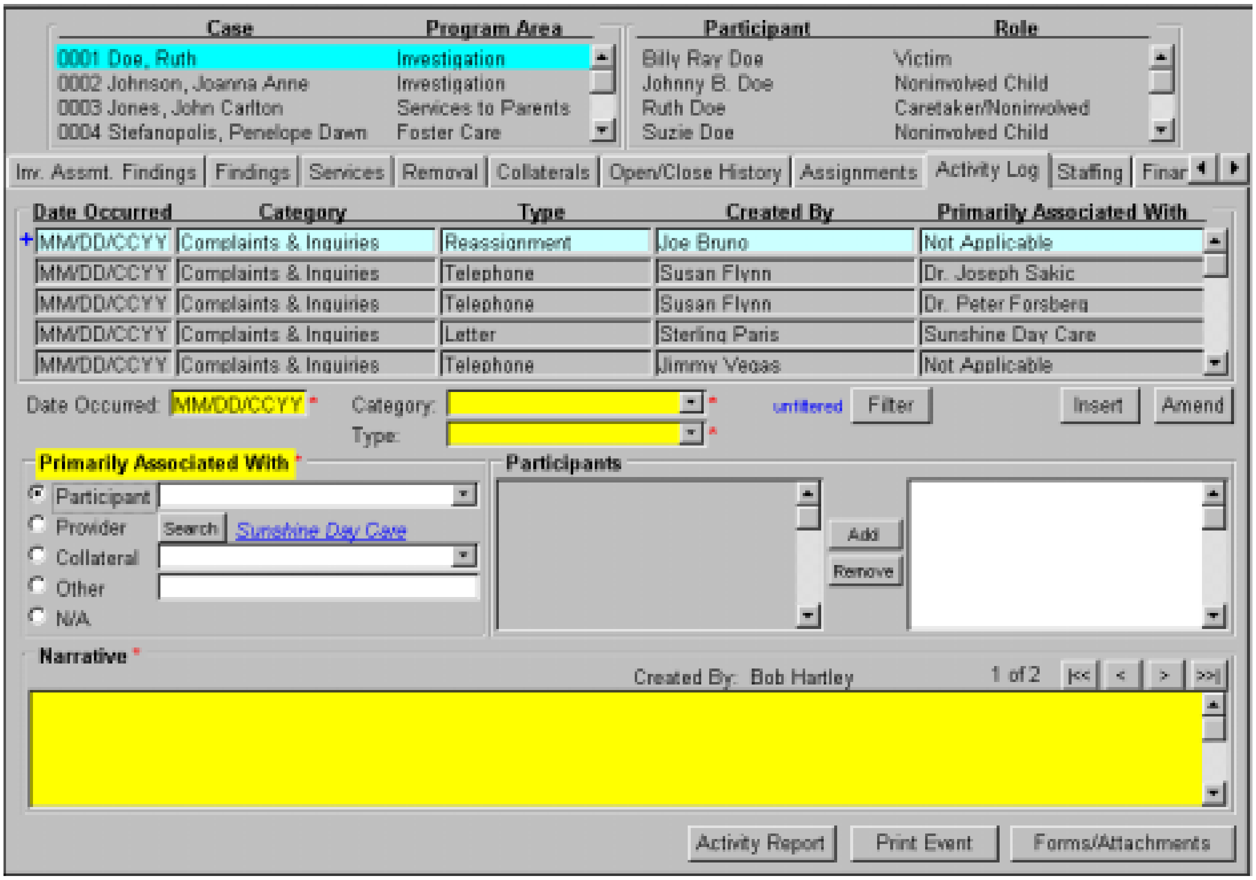
2.28.4 Save Processing

1. There is no save processing associated with this screen.

2.28.5 Security

A LAKIDS User can create, read, update or delete information on the Assignments screen based on the user's security rights within LAKIDS. The Assignments screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.29 Investigation – Activity Log Tab



2.29.1 Screen Overview

The Activity Log tab record is used to record events pertaining to a case in LAKIDS that are not explicitly documented on any of the other program area tabs. The Log may be referenced at any time to browse through the chronological case history, search for any and all events that fall under a set of specified parameters, or enter a new case-related event. Additionally, amendments may be made to each log entry narrative as necessary to document follow-up events pertaining to an Activity Log entry or add pertinent information.

Once an event has been saved on the *Activity Log* tab, the event will only be changeable by the staff member that initially saved it, and only for 72 hours following the initial save. Once the three-day edit window has expired, the event will be "frozen" in LAKIDS and will no longer be editable.

A LAKIDS User will create a new Activity Log entry by first clicking the "Insert" button below the main Activity Log Grid on the top of the tab. This action will clear all of the fields below the grid and insert a new row into the grid. The user then selects the date event occurred, the event type, and an event category to help identify the event. A group box is provided to associate the event with a Case Participant, Provider, Collateral, or Other entity. Creating this association will enable specific Activity Log entries to be more easily found. If a provider is associated with the event, the user will perform a Provider Search to retrieve the provider. The event participants will be selected using the multi-select box labelled “Participants”. All of the case participants, as well as all of the staff members assigned to a case will be listed. The Narrative box at the bottom of the tab is used to document more descriptions about the event.

If an amendment is made to an existing Activity Log entry, the “Amend” button is clicked, clearing out the narrative text box and allowing the user to enter a new narrative documenting the new information. None of the other Activity Log fields will be editable when an amendment is made. To scroll through the amendments pertaining to a single Activity Log entry, the arrow buttons are used in the upper right corner of the “Narrative” group box. The number of amendments and the one currently being viewed is also displayed. In the primary grid listing all Activity Log entries at the top of the screen, a “Plus” symbol to the left of an entry denotes that that entry has one or more amendment.

A staff member may filter the list of activities associated with the case by selecting the “Filter” button. A pop-up screen will be displayed allowing the user to select certain criteria by which the events will be displayed (see the Activity Log Filter section of this document). Only the events that meet the criteria given will be displayed in the grid at the top of the tab.

2.29.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Grid Columns	Summary data identifying information in the detailed fields below the grid. Selecting one of the rows in the grid will populate the detailed fields below the grid with data associated with that row.	

Field Label	Description	Database Mapping
Date Occurred	The date the event took place. Populated by the “Date Occurred” field below the grid when an entry is inserted or amended; view only.	Retrieved From: ActivityLog.dateOccurred Saved To: N/A
Category	The category under which the event is classified. Examples include “Complaint/Inquiry” and “Foster Care”. Populated by the “Category” field below the grid when an entry is inserted or amended; view only.	Retrieved From: ActivityLog.category Saved To: N/A
Type	The type under which the event is classified. Examples include “phone”, “fax”, and “in-home visit”. Populated by the “Type” field below the grid when an entry is inserted or amended; view only.	Retrieved From: ActivityLog.type Saved To: N/A
Created By	The staff member that keyed the initial Activity Log entry. Any amendments made to the event will not affect the “Created By” staff member; view only, system derived	Retrieved From: Events.worker Saved To: N/A
Primarily Associated With	The participant, provider, collateral, or other entity that the event regards. Populated by information in the “Primarily Associated With” Group box below the grid when an event is inserted or amended; view only	If ActivityLog.primarilyAssociatedWithFlag = Participant Retrieved From: ActivityLog.primarilyAssociatedWithParticipant If ActivityLog.primarilyAssociatedWithFlag = Other Retrieved From: ActivityLog.primarilyAssociatedWithOther Saved To: N/A

Field Label	Description	Database Mapping
Grid Detail Fields	Detailed information associated with the row selected in the main grid at the top of the tab	
Date Occurred	The date on which the event being documented occurred; user-entered numeric.	Retrieved From: System Clock Saved To: ActivityLog.dateOccurred
Category	The category under which the event is classified. Examples include “Complaint/Inquiry” and “Foster Care”; user-selected drop-down; required.	Retrieved From: Codes Table Saved To: ActivityLog.category
Type	The type under which the event is classified. Examples include “phone”, “fax”, and “in-home visit”; user-selected drop-down; required	Retrieved From: Codes Table Saved To: ActivityLog.type
Filtered/Unfiltered	Identifies the event list currently being displayed in the Activity Log Grid as filtered or unfiltered, depending on whether or not the staff member has used the Activity Log Filter pop-up screen to limit the event in the grid to those specified on the pop-up; system-generated, view only	See Background Processing Section
Primarily Associated With Group Box	Allows the user to classify the event as primarily associated with a Case Participant, Provider, Collateral, or Other entity, if applicable	
Participant radio button	Identifies the event as primarily associated with a case participant. Cannot be selected in conjunction with the “Provider”, “Collateral”, “Other”, or “N/A” radio buttons	Retrieved From: N/A Saved To: ActivityLog. primarilyAssociatedWithFlag

Field Label	Description	Database Mapping
Participant name	Identifies the case participant that is primarily associated with the event. The drop-down will include all of the case participants, specific to that case. User-selected drop-down, only editable if the “Participant” radio button is selected	Retrieved From: Person.firstName, Person.middleName, Person.lastName See Background Processing Section Saved To: ActivityLog. primarilyAssociatedWithParticipant
Provider radio button	Identifies the event as primarily associated with a provider. Cannot be selected in conjunction with the “Participant”, “Collateral”, “Other”, or “N/A” radio buttons	Retrieved From: N/A Saved To: ActivityLog. primarilyAssociatedWithFlag
Provider name	Displays the name of the associated provider if the provider radio button is selected, the provider search has been performed and a provider selected from the search. Clicking on the provider name will load a new instance of the browser with the provider’s information displayed, as documented in the associated Provider Management screens; view only hyperlink	Retrieved From: Provider.providerName Saved To: ActivityLog. primarilyAssociatedWithParticipant
Collateral radio button	Identifies the event as primarily associated with a collateral. Cannot be selected in conjunction with the “Participant”, “Provider”, “Other”, or “N/A” radio buttons	Retrieved From: N/A Saved To: ActivityLog. primarilyAssociatedWithFlag

Field Label	Description	Database Mapping
Collateral name	Identifies the case collateral that is primarily associated with the event. The drop-down will include all of the case collaterals, specific to that case. User-selected drop-down, only editable if the “Collateral” radio button is selected	Retrieved From: Person.firstName, Person.middleName, Person.lastName Saved To: ActivityLog.primarilyAssociatedWithParticipant
Other radio button	Identifies the event as associated with something other than a case participant, provider, or collateral. Cannot be selected in conjunction with the “Participant”, “Provider”, “Collateral”, or “N/A” radio buttons	Retrieved From: N/A Saved To: ActivityLog. primarilyAssociatedWithFlag
Other text box	Identifies the entity associated with the event that is not a case participant, provider, or collateral. User-entered text box, only editable if the “Other” radio button is selected	Retrieved From: N/A Saved To: ActivityLog.primarilyAssociatedWithOther
N/A radio button	Gives the user the ability to post events that do not need to be categorized as associated with a particular entity. Cannot be selected in conjunction with the “Participant”, “Provider”, “Collateral”, or “Other” radio buttons. Default value for the “Primarily Associated With” radio button set	Retrieved From: N/A Saved To: ActivityLog. primarilyAssociatedWithFlag
Participants Group Box		
Participants List Box	Allows the user to select one or more participants in the event. All of the case participants may be selected as an event participant; user-selected multi-select list box	Retrieved From: Person.firstName, Person.middleName, Person.lastName (Populated with the names of participants who are part of the selected ICPC) Saved To: N/A

Field Label	Description	Database Mapping
Participants Selected List Box	Displays the participants that have been selected as an event participant	Retrieved From: N/A Saved To: EventsParticipant.Party_ID (for the Activity Log Event type)
Narrative Group Box	The event narrative describing the actions that took place and the results attained. If an event is amended, multiple narratives may be viewed in this box by using the arrow buttons on the top right of the group box	
Created By	Indicates the staff member that the Activity Log entry or amendment was created by. Automatically populated by LAKIDS upon initial save of the entry or amendment; view only	Retrieved From: Person.firstName, Person.middleName, Person.lastName Saved To: Events.worker
Current narrative and total narratives indicator	Displays the number of narratives associated with the event selected, and the number of the one that is being currently viewed; view only	See Background Processing Section
Narrative text field	A scrollable free text field to describe the event; user-entered free text box	Retrieved From: N/A Saved To: ActivityLog. activityLogNarrative

Button/Right Mouse Click Functionality	Processing
Filter	Displays the Activity Log Filter pop-up screen allowing the user to sort the activity log entries that are displayed on the Activity Log screen.
Insert	Clears the data entry fields for a new activity log entry

Button/Right Mouse Click Functionality	Processing
Amend	Adds an amendment to the event selected in the activity log grid row and places the cursor in the blank “Narrative” text box. Invokes ActivityLog.amend() method
Add	Adds the participants selected in the left participant box to the right participant box indicating that they are selected as related to the current activity log entry
Remove	Removes the participants selected in the right participant box indicating that they are not related to the current activity log entry
Provider Search	Loads a new screen displaying the provider search screen, as described in the *Search* topic paper. If a search is then performed and a provider selected, it will be displayed to the right of the provider search button on the Activity Log tab. The button will be inactive unless the “Provider” radio button is selected
|<<, <, >, >>|	Allows the user to display the first narrative entry, previous narrative entry, next narrative entry, and final narrative entry, respectively. The buttons will be inactive if the activity log entry has not been amended.
Activity Report	Displays the Requested Report screen for the Activity Log Report in the Screen Area frame. All information, if any, that is currently filtering the activity log will be automatically populated in the Activity Log Report criteria fields.
Print Event	Prints all of the information pertaining to the entry that is currently highlighted, including all amendments pertaining to that entry. Invokes ActivityLog.printEvent() method
Forms/Attachments	Opens the standard Forms/Attachments pop-up screen so that the user may generate forms, view previously generated forms, attach files, and view previously attached files.

2.29.3 Background Processing

Screen Initiation

1. Navigation to this tab from the Create menu displays the system-generated initial contact entry listed in the Activity Log Grid.
2. Navigation to this tab from other Investigation tabs will result in the Activity Log Grid Box pre-populating with information associated with the case highlighted in the header.

3. The Participants multi-select box displays a list of all case participants associated with the selected Investigation. This list consists of the same participants as are listed in the header group-box.
4. The Participant and Collateral drop-down fields arepre-populated with the names of all case participants and the collaterals in the Investigation. The case participant and collateral records are retrieved from the Relationship table and the respective names are retrieved from the Person table.

Field-Level Validations

1. The date entered in the Date Occurred field cannot be greater than the current system date. Error: 'Date cannot be in the future.'
2. Only one radio button in the Primarily Associated With Group Box can be selected.

Other Processing

1. If an entry has been amended, a plus sign will be displayed to the left of the event's row in the main grid on the top of the tab.
2. If a filter has been established via the Activity Log Filter tab, the activity log entries will be sorted in the main grid at the top of the tab according to the criteria specified in the filter.
3. If a provider issearched for and selected, the provider name will be displayed to the right of the search button. Clicking on the provider name will display the Provider Management screens.
4. Each event will be given a date and timestamp when it is initially saved to serve as a basis for determining if an event can be edited. Only events or event amendments that have been saved within 72 hours are editable. The timestamp date will be compared to the current system date and time to determine if the "Edit" button will be available for each activity log entry. The edit functionality will not be available if the 72-hour time period has passed.
5. If a filter has been established on the Activity Log Filter pop-up screen, "filtered" will be displayed on the Activity Log tab to indicate that the event list in the grid is not a complete list -- it is a subset of all of the events for the case, according to the filter criteria selected. If a filter has not been established for the activity log, "unfiltered" will be displayed, indicating to the user that all of the events for the case documented in the activity log are available to be viewed in the Activity Log Grid at the top of the tab.
6. Upon expanding the Screen Area frame of the LAKIDS application by minimizing the header or hiding the Toolbar, additional grid lines will be viewable in the main grid in the top of the Activity Log tab so that users will be able to see more grid lines without scrolling.
7. As the user types information into the "Narrative" text box, the text box will expand as necessary to avoid scrolling. The expansion will only occur up to a certain reasonable size (approximately the size of the Screen Area frame), at which time the text box will scroll rather than expand.

8. The Primarily Associated With field in the Activity Log Tab Main Grid will be populated as follows:
    a. if ActivityLog.primarilyAssociatedWithFlag = Participant, retrieve from ActivityLog.primarilyAssociatedWithParticipant;
    b. if ActivityLog.primarilyAssociatedWithFlag = Other, retrieve from ActivityLog.primarilyAssociatedWithOther;
    c. ActivityLog.primarilyAssociatedWithFlag = N/A, display 'Not Applicable'.
9. LAKIDS generates the Current Narrative and total narratives indicator based on the number of amended entries stored for the selected Activity Log entry.

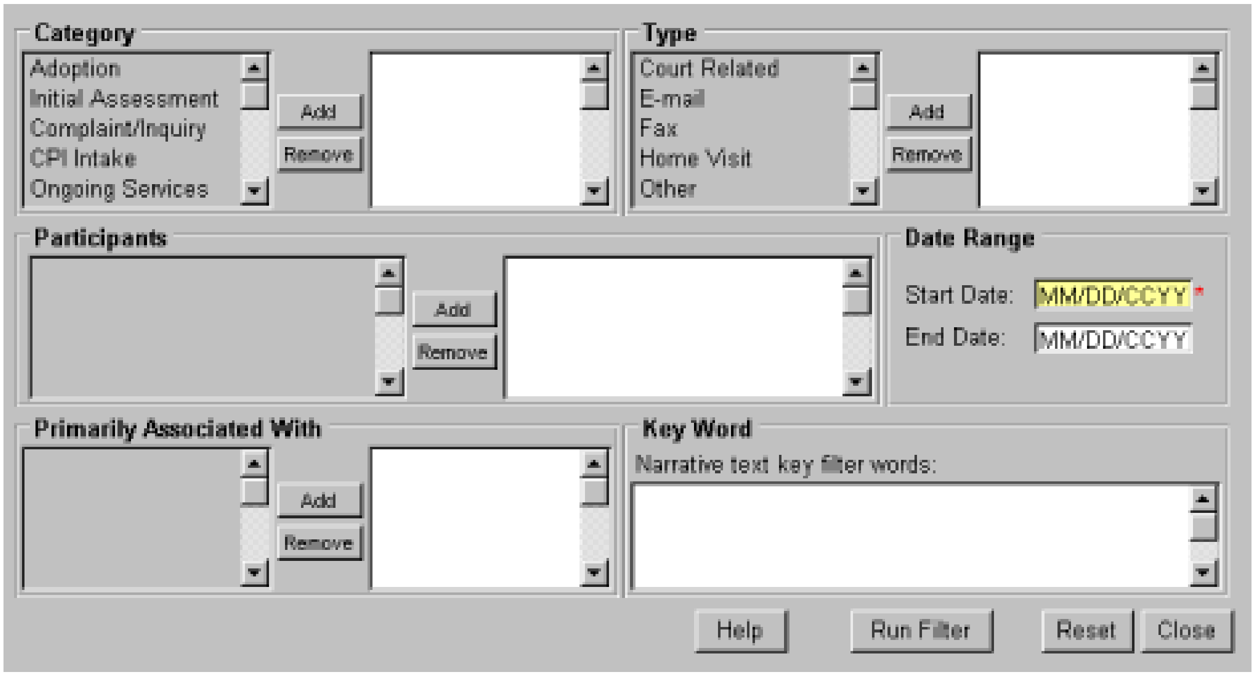
2.29.4 Save Processing

1. If the user attempts to save an activity log entry without populating all of the required fields, an error message will be displayed. Required fields are Date Occurred, Category, Type, Narrative, and a radio button selection in the Primarily Associated With Group Box. Error: 'AttributeName is required.'
2. Save processing invokes the following methods:
    a. ActivityLog.save()
    b. EventParticipant.save()

2.29.5 Security

All LAKIDS Users can create, read, update, or delete information on the Activity Log Tab based on the user's security rights within LAKIDS. The Activity Log Tab will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.30 Investigation – Activity Log Filter Pop-Up



2.30.1 Screen Overview

The Activity Log Filter pop-up screen functions to limit the Activity Log entries displayed on the Activity Log tab to those meeting the criteria selected. The events may be sorted on any of the fields used in the Activity Log, as well as on any key words in the narrative text box.

To filter the events, the user will access the Activity Log Filter pop-up screen by clicking the "Filter" button on the Activity Log tab. The user will then identify the types of data elements to filter on. Multiple event categories, types, and participants may be selected, as well as a date range and the "Primarily Associated With" criteria pertaining to the event. Additionally, the events may be filtered to only include those that have certain words in the narrative boxes by using the "Key Word Search" text box.

Once the criteria have been established, the "FILTER" button is selected to close the pop-up, activate the filter and display the Activity Log with the new filter applied. The CLOSE button will close the screen without applying a new filter, and the RESET button will clear out all of the editable fields on the pop-up to enter new filter criteria.

2.30.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Category List Box	The category under which the event is classified. Examples include “Complaint/Inquiry” and “Foster Care”. The user may select multiple categories by which to filter; user-selected multi-select box	Retrieved From: Codes Table Saved To: N/A
Category Selected List Box	Displays the categories that have been selected for an event.	Retrieved From: N/A Saved To: N/A
Type List Box	The type under which the event is classified. Examples include “phone”, “fax”, and “in-home visit”. The user may select multiple event types by which to filter; user-selected multi-select box	Retrieved From: Codes Table Saved To: N/A
Type Selected List Box	Displays the types that have been selected for an event	Retrieved From: N/A Saved To: N/A
Participants List Box	Allows the user to select one or more participants in the event by which to filter. All of the participants may be selected as a participant; user-selected multi-select box	Retrieved From: Person.firstName, Person.middleName, Person.lastName Saved To: N/A

Field Label	Description	Database Mapping
Participants Selected List Box	Displays the participants that have been selected for an event	Retrieved From: N/A Saved To: N/A
Date Range Group Box	The range of dates that will be displayed upon activating the filter. The "Date Occurred" date documented for each event will be used to determine if the event meets the filter criteria.	
Start Date	The beginning date of the date range specified for the filter. The event must fall on or after the date entered, and on or before the date entered in the "End Date" field to be selected; user-entered numeric; required	Retrieved From: N/A Saved To: N/A
End Date	The end date of the date range specified for the filter. The event must fall on or before the date entered, and on or after the date entered in the "Start Date" field to be selected; user-entered numeric; required	Retrieved From: N/A Saved To: N/A
Primarily Associated With List Box	Allows the user to filter the events as associated with a Case Participant, Provider, Collateral, or Other entity, if applicable. The values that are selectable will include all values pertaining to any event documented in the activity log for the related case in the "Primarily Associated With" group box on the *Activity Log* screen. User-selected multi-select box	Retrieved From: ActivityLog.primarilyAssociatedWithOther, ActivityLog.primarilyAssociatedWithParticipant See Background Processing Section Saved To: N/A

Field Label	Description	Database Mapping
Primarily Associated With Selected List Box	Displays the filters that have been selected for the event as associated with a Case Participant, Provider, Collateral, or Other entity, if applicable	Retrieved From: N/A Saved To: N/A
Key Word	Key words that at least one narrative for the event must contain for the event to be included among the list of filtered events. The user will enter descriptive words as necessary, separated by spaces; user-entered text box	Retrieved From: N/A Saved To: N/A

Button/Right Mouse Click Functionality	Processing
Add	Add buttons will add the currently selected row in the box left of the button to the box right of the button, indicating that it is selected as filtering criteria for the Activity Log.
Remove	Remove buttons will remove the currently highlighted row from the box right of the button, indicating that it is no longer selected as filtering criteria for the Activity Log.
Help	Standard Help Functionality
Run Filter	Will initiate filter process and display the Activity Log with the new filter applied
Close	Standard Close processing
Reset	Clears all of the editable fields so that a new filter may be established

2.30.3 Background Processing

Screen Initiation

1. Navigation to this tab via the Filter button on the Activity Log Tab displays the selectable values in the Category multi-select box, the Type multi-select box, and the Participants multi-select box.
2. The Participants list-box ispre-populated with a list of all case participants in this Investigation.

3. The “Primarily Associated With” multi-select box will include all of the participants, providers, collaterals, and “Other” entries that have been documented on any activity log entry pertaining to the case. “N/A” will also be an available selection.

Field Level Validations

None

Other Processing

1. “Start Date” is a required field, and will default to six months prior to the current system date. The user will be able to change this date but may not clear out the field. If the “Run Filter” button is selected and no date is entered in the “Start Date” field, an error message will be displayed. Error: ‘Start Date must be entered.’
2. Clicking the “Reset” button will clear out all of the editable fields on the pop-up so that the user may establish new filter criteria.
3. The filter criteria currently applicable to the Activity Log Tab will remain selected so that the user may click the Run Filter button and see the criteria by which the entries are being filtered. Upon exiting the Activity Log Tab, all selected filter criteria will be removed from the Activity Log Filter Pop-up.

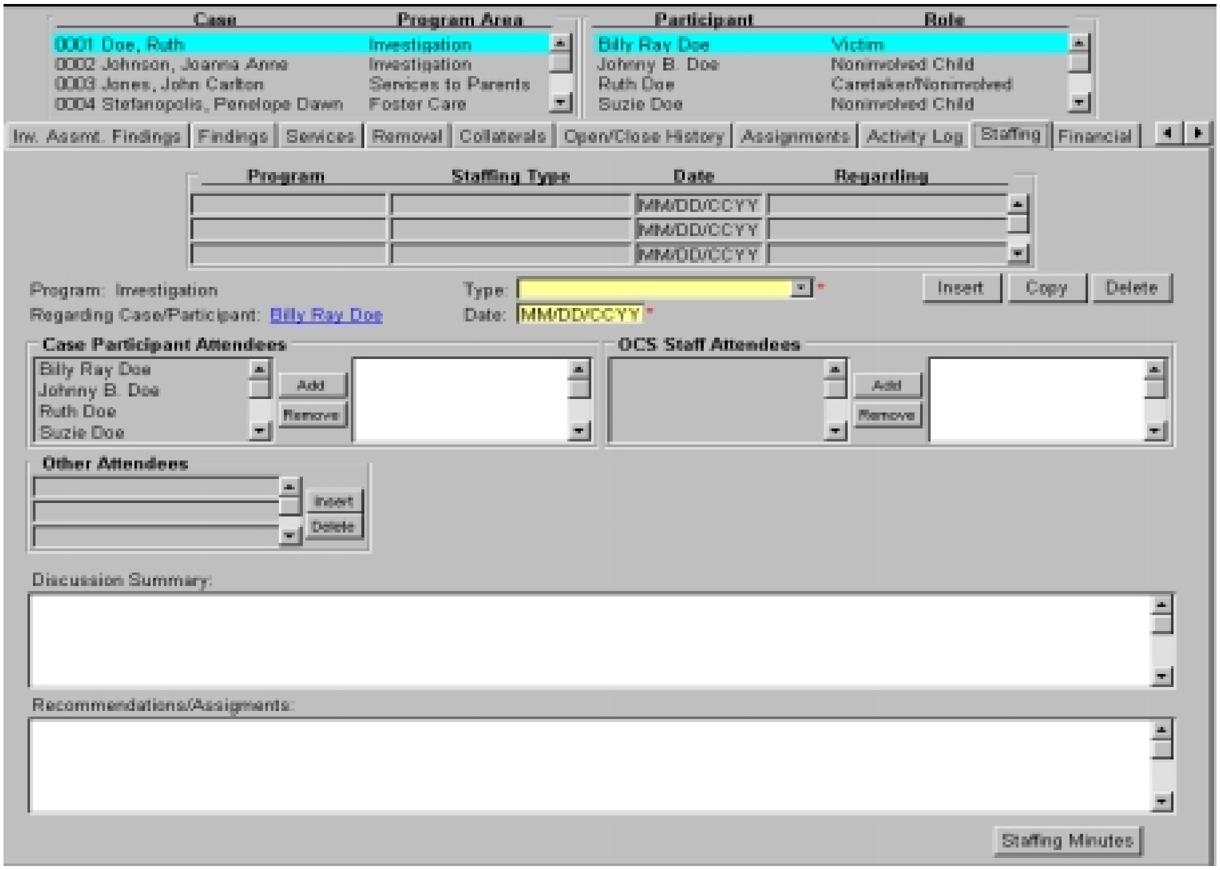
2.30.4 Save Processing

None.

2.30.5 Security

A LAKIDS User can create, read, update or delete information on the Activity Log Filter pop-up screen based on the user’s security rights within LAKIDS. The Activity Log Filter pop-up screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.31 Investigation – Staffing Tab



2.31.1 Screen Overview

The Staffings screen is where Investigation, Family Services, Foster Care, and Adoption program area Staff Members document a Family and an individual case participant staffing. Within this CPI Program, this tab will be used for multi-disciplinary team staffings. In addition, this tab would document pre- and post-investigation staffings for residential investigations and court staffings.

Based on the highlighted case and/or participant name in the header group box, LAKIDS populates the “Regarding Case/Participant:” field. The user selects the type of staffing, selects any of the Case Participants in attendance and selects any of the OCS Staff Attendees from the regional staff values in the multi-select box. Any other attendees names, such as, Teachers, School Social Workers, or OCS staff from outside of the region are entered into the Other Attendees group box.

The user documents the staffing discussion in the summary text box. Any recommendation or assignments from the staffing are documented in the associated text box. When a hard copy summary is required for an Attendee without access to LAKIDS, the Staffing Minutes button is clicked to print a formatted copy of the Staffing minutes.

2.31.2 Screen Information

Field Label	Description	Database Mapping
		Database Mappings are done for Create Mode. Unless otherwise stated, “N/A” in the “Retrieved From” field means the data is retrieved from and saved to the same database location.
Staffing Inset Grid		
Program	The specific program associated with the Active Case displayed; view only	Retrieved From: Staffing.program Saved To: N/A
Staffing Type	Identifies the type of Staffing being held; valid types would be educational staffing, Family staffing; view only	Retrieved From: Staffing.type Saved To: N/A
Date	Date the Staffing was held; view only	Retrieved From: Staffing.staffingDate Saved To: N/A
Regarding	Name of the Family/Case or case participant the staffing is regarding; view only	Retrieved From: Staffing.Events_ID Saved To: N/A
Staffing General		
Program	Identifies the program in which the subject Staffing entry is being created; view only	Retrieved From: Cases.program Saved To: Staffing.program

Field Label	Description	Database Mapping
Regarding Case/Participant	Identifies the selected Family/Case or individual case participant the staffing is regarding;pre-populated by the highlighted selection from the header group box; view only	Retrieved From: Cases.casename (or) Person.lastName, Person.firstName, Person.middleName Where Type = CaseParticipantStaffingRegardin g Saved To: Staffing.Events_ID
Case Participant Attendees List	Allows the user to view case participants; view only	Retrieved From: Person.firstName, Person.middleName, Person.lastName Saved To: N/A
Selected Case Participant Attendees	The list of selected case participants who attended the staffing; user-selected multi-select list-box	Retrieved From: N/A Saved To: EventParticipant.Person_ID Where Type = CaseParticipantStaffingAttendee
Type	Identifies the type of staffing being held; user-selected drop-down; required	Retrieved From: Codes Table Saved To: Staffing.type
Date:	Date the staffing is held; user-entered date field; required	Retrieved From: N/A Saved To: Staffing.staffingDate
OCS Staff Attendees List	Allows the user to view regional OCS staff in attendance of the staffing; view only	Retrieved From: See Background Processing Saved To: N/A

Field Label	Description	Database Mapping
Selected OCS Staff Attendees	Allows the user to select regional OCS staff in attendance at the staffing; user-selected multi-select box; required	Retrieved From: N/A Saved To: EventParticipant.Person_ID Where Type = OCSStaffingAttendee
Other Attendees	Allows the user to enter in any other attendees names; user-entered text box; editable	Retrieved From: N/A Saved To: OtherAttendees. OtherAttendees_ID
Discussion Summary	Summary of the staffing discussion; user-entered text; required	Retrieved From: N/A Saved To: Staffing.discussionSummary
Recommendations/ Assignments	Recommendations and/or assignments as a result of the staffing discussion; user-entered text; required	Retrieved From: N/A Saved To: Staffing. recommendations/Assignments

Button/Right Mouse Click Functionality	Processing
Insert	Clears the data entry fields for a new Staffing entry
Copy	Creates a duplicate record of the highlighted staffing. This record must be edited prior to saving.
Delete	Deletes the current Staffing row. Upon clicking the delete button, a text message box will appear asking the user “Are you sure?” Invokes the following methods: a. Staffing.delete() b. OCSStaffAttendees.delete() c. OtherAttendees.delete()
Add	Adds the participants selected in the left box to the right one, indicating that the attendees were at the staffing.

Button/Right Mouse Click Functionality	Processing
Remove	Removes the participants selected in the right box, indicating that the participants did not attend the staffing.
Staffing Minutes	Displays the Staffing Minutes template for review, edit and printing.

2.31.3 Background Processing

Screen Initiation

1. Navigation to this tab from other Investigation tabs will pre-populate the Staffing Inset Grid with Staffings previously recorded for the selected Investigation and/or case participant.
2. The Program field below the Staffing Inset Grid will default to “Investigations” for Staffings created within the CPI tab set.
3. The Staffing Grid Box will identify all Staffings associated with the selected case or case participant as recorded via Staffing.Events_ID
4. The ‘Regarding Case/Participant’ field will reflect the case participant selected in the main header.
5. The Staffing Date field will default to the current system date.

Field Validation

1. The Staffing Date cannot be greater than the current system date.
2. Case Participant Attendees must contain persons previously entered on the Participants tab for this investigation.

Other Processing

1. Staffing Type drop-down values will be filtered to reflect the values applicable to Investigation staffings.
2. The Case Participant Attendees select box will identify all case participants associated with the selected Family/Case Name.
3. The Case Participants Attendees Selected will be saved with a EventParticipant.Person_ID linked to the Person record for the participant.
4. The left pick list in the OCS Staff Attendees Group Box pre-fills with the names of all OCS Staff in that Region. In order to derive all Regional OCS Staff Members’ names from the first, middle, and last names stored on the Person table, the following must occur:
   a. The logged in Staff Member’s Staff.Party_ID is used to determine that staff member’s location as it is recorded in Staff.Office_ID.

   b. A match to the staff member's location is then found in Office.Office_ID. The corresponding Office.Region_ID is found and determined in which region the logged in Staff Member works. All locations, Office.Office_ID, that correspond to this region Office.Region_ID are tracked.
   c. Next, all locations that match those values stored in Office.Office_ID are found in Staff.Office_ID. The Staff.Party_IDs that correspond to these Staff.Office_IDs are used to derive the first, middle, and last names stored on the Person table where the Person.Party_IDs equals these Staff.Party_IDs.
5. Selecting the Staffing Minutes button will allow the user to print a template copy of the staffing information. Any staffing can be selected from the inset grid to populate the screen and minutes can be printed.
6. Upon clicking the "Delete" button, a text message box will appear asking the user "Are you sure?".

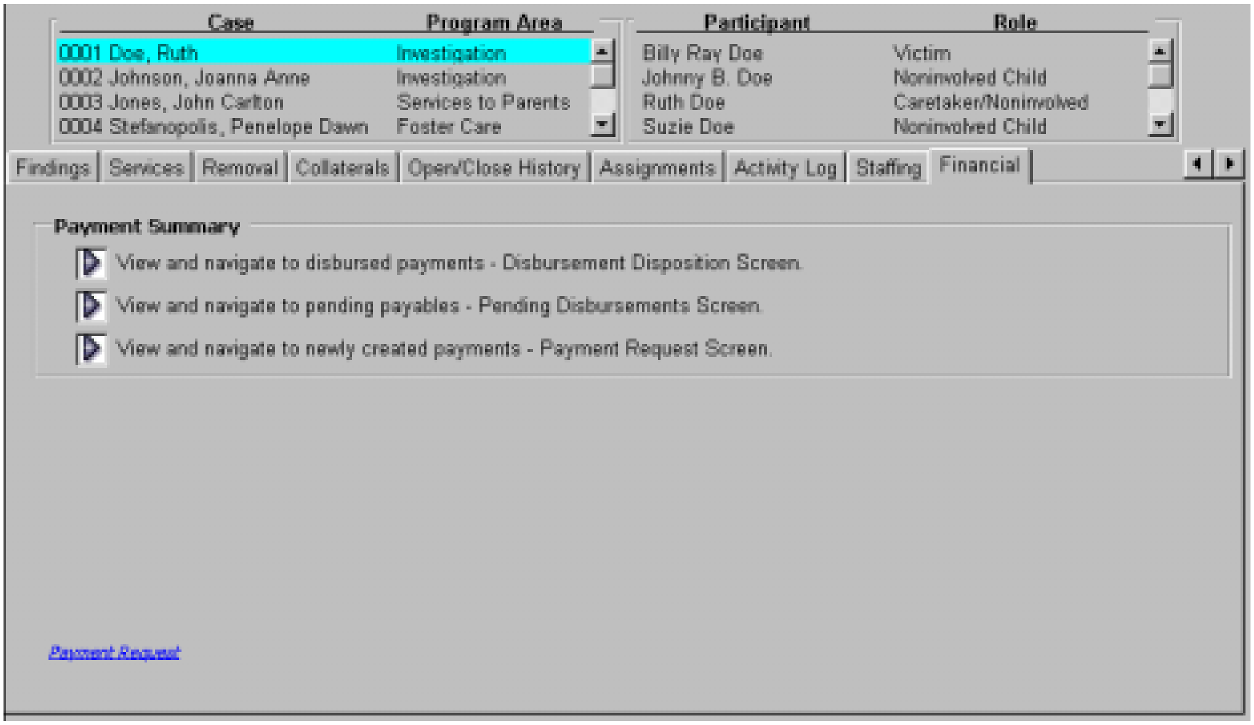
2.31.4 Save Processing

1. Save processing invokes the following edits:
   a. A 'Type' must be identified. Error: "A Staffing Type must be entered."
   b. A staffing 'Date' must be entered. Error: "A Staffing Date must be entered."
2. Save processing will link the selected case participants, OCS Staff, and/ or Other Attendees to the Staffing.
3. Save processing invokes the following methods:
   a. Staffing.save()
   b. EventParticipant.save()
   c. OtherAttendees.save()

2.31.5 Security

A LAKIDS User can create, read, update or delete information on Investigation - Staffings screen based on the user's security rights within LAKIDS. The Investigation - Staffings screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

2.32 Investigation – Financial Tab



2.32.1 Screen Overview

The Financial screen is used to view payment information related to services rendered by a provider on behalf of a child. A user may view status information on disbursed payments or pending payments, or may initiate a request for a new payment. This tab will allow the authorized Staff Member the ability to:

- View the status of disbursed payments and link to actual disbursement records for the selected case participant (indicates items such as amount, service, and service dates). This option will display payment lines by filtering the data specific to a client(s).
- View the status of pending disbursements and link to actual payment records for the selected case participant (indicates items such as amount, service, service dates). This option will display payment lines by filtering the data specific to a client.
- View the status of Payment Requests and link to actual payment records for the selected case participant (indicates items such as amount, service, and service dates). This option will display payment lines by filtering the data specific to a client.
- Link to the Payment Request screen with pre-populated Client information for creating a new payment request.

The user can link to the Payment Request screen with pre-populated client information for creating a new payment request. The Payment Request screen is used to initiate and record payment information related to services rendered by a provider on behalf of a client. The Payment Request screen can be accessed via the Case Financial tab to view existing requests for all or specific case participants within a case by expanding the data toggle inside the Payment Summary Group-Box, or by creating new payment requests by clicking the Payment Request hyperlink highlighted in blue. Performing either of these commands will ultimately navigate the Staff Member to the Payment Request screen.

A detailed description of the Financial processing can be found in the *Create and Process Payments* topic paper.

2.32.2 Screen Information

Button/Right Mouse Click Functionality	Processing
Disbursement Disposition Screen data toggle	Expands to show payment summary lines of disbursements; refer to the *Issue and Reconcile Payments* topic paper for further information
Pending Disbursements Screen data toggle	Expands to show payment summary lines of pending disbursements; refer to the *Issue and Reconcile Payments* topic paper for further information
Payment Request Screen data toggle	Expands to show payment summary lines of newly created payment requests; refer to the *Create and Process Payments* topic paper for further information
Payment Request:	Activates the Payment Request screen

2.32.3 Background Processing

Screen Initiation

1. Navigation to this tab from a different Investigation tab displays the case names and associated case participants for the selected case in the screen header.

Field Level Validations

None

Other Processing

1. Clicking the data toggle will open the associated payment views for the selected client.
2. Clicking the Payment Request hyperlink will navigate the Staff Member to the Payment Request screen.

2.32.4 Save Processing

None.

2.32.5 Security

A LAKIDS User can create, read, update or delete information on the Investigation - Financials screen based on the user's security rights within LAKIDS. The Investigation - Financials screen will be included in security profiles within a given user group. Please refer to the *Security* topic paper for further information about security rights and profiles.

3 Expanded Use Cases

3.1 Create Intake

Name:	Create Intake
Actor(s):	Intake Worker (I, ES); Intake Supervisor (ER)
Assumptions:	None
Pre Conditions:	None
Triggering Event:	A Parish office has received a report of abuse or neglect.
Description:	An Intake Worker receives an Intake report of alleged abuse or neglect and records the details of the Intake in LAKIDS.
Basic Course:	1. The Intake Worker accesses the Create Intake menu option in LAKIDS and initiates a new report. 2. LAKIDS records the date and time the report was entered in the system by the Staff Member. The Intake Worker can edit these fields to accurately reflect the time and date of the initiating call (if, for example, it was received outside of normal working hours). 3. The Intake Worker records information about the report in the Intake Participants tab, including the specific role in the report for each participant. 4. The Intake Worker indicates which participant's name is to be used as the case name by checking the 'Use as Case Name' checkbox. 5. For each household member, the Intake Worker enters the data to capture the relationships between household participants by clicking the Relationships button on the Participants tab. 6. The Intake Worker accesses the LAKIDS person search function by selecting the Search button from the participant tab. 7. LAKIDS conducts an Intake search for the selected participants. This search is conducted concurrently with the recording of the intake information. 8. The person search will indicate if a participant is known within the LAKIDS system. 9. The Intake Worker may select a searched participant's prior involvement for linking to the Intake. 10. The Intake Worker accesses the Intake Reporter tab to record information specific to the reporter such as name, address, phone number, mandated reporter, relationship to the family, source of information, and factors prompting the reporter's current contact with the agency. 11. The Intake Worker accesses the Intake Allegations tab to record allegations received from the reporter and the time of incident, alleged victim, and alleged perpetrator.

	12. The Intake Worker accesses the Intake Assessment tab to record information used to determine the initial level of risk, and possible danger to the Investigation (CPI) Worker, military family involvement, and substance abuse information. 13. The Intake Worker records a report summary narrative on the Intake Reporter tab to capture any details not recorded in other Intake tabs. 14. The Intake Worker reviews the report data entered into LAKIDS for completeness. 15. The Intake Worker accesses the Intake Decision tab to record whether the intake report meets the OCS policy criteria to qualify for investigation. 16. LAKIDS will default the Report Classification to “Initial Report” when the result of the person search is “Not Found.” a. The Report Classification will default to “Additional Information” if the current Intake can be associated with an accepted Report within the last 30 days. b. The defaults can be overridden by the Worker making a different selection from the drop-down values. 17. The Intake Worker selects the actions taken with the report from the Action group box fields. 18. The Intake Worker selects a Response Priority for the report. 19. The Intake Worker saves the Intake report information by selecting Save from the toolbar. a. LAKIDS saves the intake report using the selected participant’s name as the Intake case name. 20. The Intake Worker will assign the completed intake with the Decision information to an Intake Supervisor for acceptance. 21. The Intake Supervisor accesses LAKIDS and reviews the information on one or more Intake tabs. 22. The Intake Supervisor records their acceptance and risk level on the Intake Decision tab. a. If necessary, the Supervisor will re-assign the intake to the Worker for additional work. 23. The Intake Supervisor denotes their acceptance of the information on the Decision tab by selecting the ‘Reviewed and Accepted’ checkbox. This will freeze the intake and time and date stamp the intake and identify the Intake Worker that most recently worked on the intake. 24. The Intake Supervisor will decide the next action and use the Assignment tab, as appropriate, to send the Intake report to an Investigation Supervisor or other program supervisor.
Post Conditions:	An Intake Report is saved in LAKIDS using the selected participant’s last name as the Intake case name.

Special Requirements (Include alternate courses unless included in a separate use case)
None.

3.2 Conduct Investigation

Name:	Conduct Investigation
Actor(s):	Investigation (CPI) Worker (I), Investigation (CPI) Supervisor (I, ES), DSS Bureau of Licensing (ER)
Assumptions:	None
Pre Conditions:	A Parish office has received a report of abuse or neglect and an intake report has been entered into LAKIDS.
Triggering Event:	An Investigation Supervisor has assigned an intake report to an Investigation Staff Member.
Basic Course:	1. The Investigation (CPI) Worker accesses the Participants tab and reviews the report's information. 2. If the case involves a Residential Facility: a. The Investigation (CPI) Worker accesses the Staffings tab in LAKIDS to record information about the Pre-investigation staffing; b. LAKIDS generates a notification of the intake to the DSS Bureau of Licensing. 3. The Investigation (CPI) Worker accesses the Person Management area of LAKIDS to record any updates to Investigation Participant information by clicking the Person Management hyperlink on the Participant tab. 4. The Investigation (CPI) Worker accesses the Person Management screen to record any new information needing to be added to Investigation Participant information by clicking the Person Management hyperlink on the Participant tab. 5. The Investigation (CPI) Worker accesses the Interviews tab to record all contacts or attempts to contact the child victim, and all identified involved parties. 6. The Investigation (CPI) Worker accesses the Family Description tab to record information pertaining to the home environment, living conditions, and the overall family dynamics. 7. The Investigation (CPI) Worker accesses the Safety Assessment tab to record any observations relating to safety issues. This includes selecting the answers to the set of questions and as well as entering a text summary.

	8. LAKIDS stores the Safety Assessment information by date and displays a new row in the Safety Assessment inset grid on the Safety Assessment tab. 9. The Investigation (CPI) Worker selects the Risk Assessment tab and records information regarding the formal assessment of risk. 10. LAKIDS stores the Risk Assessment information by date and displays a new row in the Risk Assessment inset grid on the Risk Assessment tab. 11. If the case involves a Residential Facility: a. The Investigation (CPI) Worker accesses the Staffings area in LAKIDS to record information about the Post-investigation staffing where validity is determined and recommendations are made. 12. The Investigation (CPI) Worker accesses the Findings tab to record individual findings for each allegation and an overall finding for the investigation. 13. If this is a Facility investigation: a. The Investigation (CPI) Worker enters facility-related information on the Facility pop-up screen by selecting the Facility button on the Findings tab and completing the fields. b. The Investigation (CPI) Worker accesses the Investigation Interview tab in LAKIDS to document the investigation participants required to attend the Out-of-Home exit interviews; c. The Investigation (CPI) Worker completes any required actions in LAKIDS to prepare an investigative summary for the Foster Care and/or Home Development Units; d. If the out of home investigation is invalid, the Investigation (CPI) Worker requests hard copy notification of the Final Finding to be printed. 14. The Investigation (CPI) Worker saves the findings information by selecting Save on the toolbar. 15. The Investigation (CPI) Worker clicks the Approval button to submit a request for supervisor review and approval of the findings decision. 16. LAKIDS routes the approval request to the appropriate supervisor for action. 17. The Investigation Supervisor records their approval decision. 18. The Investigation (CPI) Worker accesses the Removal tab to record information regarding removals any time a child is removed from the primary caregiver in the course of the investigation.
Post Conditions:	An Investigation has been entered in LAKIDS.

Special Requirements (Include alternate courses unless included in a separate use case)
None.

4 Business Process Re-engineering

None.

5 Inventories

5.1 Automated Messages

5.1.1 Accepted Intake on an Open Case

Description:	This message will inform the primary staff member or Home Development Staff Member of an accepted intake on a case, Home Provider or Provider assigned to them.
Triggering Event:	An accepted intake is associated to an open investigation or services or Provider/Home Provider case.
Subject:	Accepted Intake on an Open Case
To:	The primary staff member for the participant/family in the open case or Home Development Staff Member for the Home Provider
CC:	Staff member's supervisor.
Message Text:	An Intake report has been accepted for <participant / case name>.
Processing Description:	The automated message is sent to the GroupWare ID for the primary staff member.

5.1.2 Investigation Finding on an Open Case

Description:	This message will inform the primary staff member of a Final Finding or outcome of a CPI Investigation linked to a participant involved in an open Services case, or linked to a Home Provider or Provider.
Triggering Event:	Any Investigation Final Finding has been made for an investigation linked to an Open Services, Home Provider or Provider case.
Subject:	Investigation Final Finding for an Open Services Case, Home Provider or Provider
To:	The primary staff member for the open Services case, or a Home Provider or Provider record.
CC:	Staff member's supervisor.
Message Text:	An investigation finding of < Final Finding > has been determined for <<Home Provider Name>, <Open Case Name> or <Provider Name>>.
Processing Description:	The automated message is sent to the GroupWare ID for the primary staff member and the staff member's supervisor of the Open Services case, or Home Provider or Provider record.

5.1.3 ICWA Notification

Description:	This message will inform the appropriate OCS staff that a LAKIDS client has been identified as a possible Native American.
Triggering Event:	A Staff Member selects 'Yes' to "Possibly Native American" on the Investigation – Removal tab.
Subject:	Investigation Identified a Possible Native American Client
To:	Identified OCS Staff Member.
CC:	N/A
Message Text:	The <Case Name> Investigation has identified that <Case Participant> may be native American. Generate the appropriate notifications in accordance with ICWA policy and submit to tribe(s) involved..
Processing Description:	The automated message is sent to the GroupWare ID for the identified staff member.

5.2 Checklists

5.2.1 Investigation Closure Checklist

Triggering Event:	Investigation complete
Screen/Tab Name:	Investigation – Open/Close History Tab
Checklist Items:	• Required agency data checks completed • Report information data entered into LAKIDS • Intake Notifications Completed as per policy Section 4-420 • Required contacts for active OCS cases completed • Documentation of case record review when required (active and/or previously active) • Completed CPI-1 Form • Completed Form 470, 470-A, 470-FC or other documentation of notification • Completed Form 5 (Safety Assessment/Plan) • Completed Forms 42 for investigative interviews • Documentation on CR-8 of validity staffing conference • Completed Form 43 • Completed Form 41 and Supplement 1, as needed, for medical evaluation and diagnosis • Completed Form 60, as needed, for psychological or psychiatric evaluation

	• Completed Form 48 for each parent of each child taken into custody with Instanter order • Copy of Instanter order, affidavit/verified complaint, petition, if filed, and/or any other court order obtained and filed in the case record • Police report filed in the case record when a police report has been received or the police were involved in the investigation • Completed Form 6 for cases referred to Family Services or a child placed in foster care • Completed Form 7 for each child receiving protective services day care • Completed Form 44 for family investigation with valid final finding • Completed Form 471 for family investigation with invalid final finding • Completed Form 472 for a family investigation with a valid finding • Completed Form 472-A for investigations with a valid finding for a perpetrator other than a parent or legal custodian • Completed Form 473 for an invalid finding for an other caretaker perpetrator • Completed Form XI for foster family home, restrictive care facility, or day care center • Completed Form XI-A, XI-B, XI-C, or XI-D for out of home investigation • Completed Form 480, if reporter identified and requested written response • Documentation of referral to district attorney for investigations with valid findings • Court involvement information on CPI-1 Form or TIPS 100 for each child involved in the court process • Final Finding (Case Event 1000) entered into LAKIDS
Processing Description:	The checklist will be provided for use after determining Investigation Findings.

5.2.2 Poor Prognosis Indicators Checklist

Triggering Event:	"Checklist" button is selected off of the Removal tab
Screen/Tab Name:	Removal
Checklist Items:	• Child has history of physical/ sexual abuse in infancy • Parent's financial support based on illegal drugs/prostitution • Unknown parental whereabouts for six months* • Parent/guardian/paramour has caused death of sibling* • Parental rights to sibling terminated due to CA/N* • Domestic violence and refusal to separate • Parent addiction and resistant to treatment • Prenatal exposure to drugs/alcohol • 3 or more OCS interventions for serious incidents of CA/N • Emotional abuse plus physical abuse, neglect or sexual abuse • Child was abandoned or parent has not visited on own accord • Parent is under age 16 with no parenting support system • Child enters custody under age eight • Parent has history of foster care or intergenerational abuse • Parent's mental disability prevents utilization of services • Conviction of murder of child's other parent.* • Extensive criminal record involving felonies • Additional CA/N occurred after return from State custody to parents * • Extreme abuse, cruel and inhuman treatment or grossly negligent behavior to a child in parent's household * • None of the above
Processing Description:	The primary staff member will complete the checklist any time a removal record is recorded for a case participant on the Removal screen. If any item in the checklist other than 'None of the above' is chosen, a 'Yes' response will populate the "Poor Prognosis for Reunification?" field on the Removal screen. If only the 'None of the above' checkbox is selected, a 'No' response will populate the field. If nothing is checked on the checklist, the "Poor Prognosis for Reunification?" field will remain empty.

5.3 Ticklers

5.3.1 Investigation Letter to DA

Category:	Investigation
Type:	External Action
Description:	Letter to DA
Creation:	A child is removed from the primary caregiver
To:	Investigation Worker
Deletion:	Letter sent to DA
Due Date:	15 days after child removal
Display Date:	10 days after child removal
First Escalation Date:	13 days after child removal - - Supervisor
Second Escalation Date:	Due date for the tickler.

5.3.2 Thirty Day Validity

Category:	Investigation
Type:	Internal action: Staffing
Description:	30 day validity staffing to discuss the findings and status of the investigation
Creation:	The assignment of an Investigation to a Staff Member
To:	Investigation Worker
Deletion:	Thirty Day validity staffing is held
Due Date:	30 days after Investigation Staff Member assignment
Display Date:	25 days after Investigation Staff Member assignment
First Escalation Date:	25 days after Investigation Staff Member assignment - Supervisor
Second Escalation Date:	Due date for the tickler.

5.3.3 Sixty Day Closure

Category:	Investigation
Type:	Internal action: Staffing
Description:	60 days to complete all work activities and documentation of an investigation and to submit to supervisor for review and closure approval.

Creation:	Investigation assignment
To:	Investigation Worker
Deletion:	Investigation closed
Due Date:	60 days after Investigation assignment
Display Date:	55 days after Investigation assignment
First Escalation Date:	55 days after Investigation assignment
Second Escalation Date:	Due date for the tickler.

5.4 Help Function

This function is accessed by selecting the Help tool bar menu option or right-clicking the mouse and selecting the Screen Help option from the menu provided. It will display screen navigation information and field descriptions for the user. The specific help design methods have not yet been determined. Please reference the *Help, Policy and Procedures* topic paper for further information.

6 Batch Programs

None.

7 Interfaces

None.

8 Methods

The following methods identify the processes that will be required to process the intake and investigation records within LAKIDS. Where appropriate, the processes have been divided into the following stages:

⇒ Save processes refer to processes that will be initiated by the manual selection of Save from the tool bar or from movement from one tab to another. The process of leaving a tab prompts a database save of the tab being closed.
⇒ Close processes refer to the processes that will be initiated by the manual selection of Close from the tool bar.
⇒ Acceptance or Approval processes refer to the processes that will be initiated prior to the forwarding of an intake or investigation to a supervisor for acceptance or approval.

8.1 IntakeParticipant.save()

Object:	IntakeParticipant
Method Name:	save()
Associated Screen Name:	Intake – Participant tab
Method Description:	1. If IntakeParticipant.validate() is successful a. save IntakeParticipant table inserts / updates to database

8.2 IntakeParticipant.validate()

Object:	IntakeParticipant
Method Name:	validate()
Associated Screen Name:	Intake – Participant tab
Method Description	1. The ‘First Name’ and ‘Last Name’ fields are required fields. Upon save, LAKIDS will ensure a value has been selected. Error: ‘An Intake Participant name must be entered for this intake.’ 2. The Search Status ≠ “Search Ready” (to ensure that Person Search was completed before creating a new Intake Participant record).

8.3 IntakeParticipant.delete()

Object:	IntakeParticipant
Method Name:	delete()
Associated Screen Name:	Intake – Participant tab
Method Description:	1. Deletes the selected row of Intake Participant information from the IntakeParticipant table

8.4 Intake.saveIntakeParticipant()

Object:	Intake
Method Name:	saveIntakeParticipant()
Associated Screen Name:	Intake – Participant tab
Method Description:	1. Upon save, if Intake.validateIntakeParticipant() is successful a. save Intake table inserts / updates to database

8.5 Intake.validateIntakeParticipant()

Object:	Intake
Method Name:	validateIntakeParticipant()
Associated Screen Name:	Intake – Participant tab
Method Description	1. The ‘Intake Date’ field is a required field. Upon save, LAKIDS will ensure a valid date has been selected. Error: ‘A valid Intake Date must be entered for this intake.’ 2. The ‘Intake Time’ field is a required field. Upon save, LAKIDS will ensure a valid time has been selected. Error: ‘A valid Intake Time must be entered for this intake and in the format of HH:MMam.’ 3. A ‘Type’ must be specified for each intake. Upon save, LAKIDS will ensure a valid Type value has been selected. Error: ‘A valid Intake Type must be entered for this intake.’ 4. A ‘Facility’ name is required if Role = “Foster Home”, “Day Care Facility”, or “Restrictive Care Facility” and Intake Type = “Day Care Center”, “Restrictive Care”, or “Foster Home”. Upon save, LAKIDS will ensure a facility name has been entered. Error: ‘A facility name must be entered for this intake.’

8.6 Case.saveIntakeParticipant()

Object:	Case
Method Name:	saveIntakeParticipant()
Associated Screen Name:	Intake – Participant tab
Method Description:	1. Upon Save, LAKIDS will create a new entry in the Cases object where: a. Cases.program = Intake b. Cases.caseName_ID = IntakeParticipant.Party_ID where 'Use As Case Name' = Yes. Error: "Use as Case Name field must be selected for one case participant." c. Case.status = 'Active'

8.7 Role.saveIntakeParticipant ()

Object:	Role
Method Name:	saveIntakeParticipant()
Associated Screen Name:	Intake – Participant tab
Method Description:	1. If Role.validateIntakeParticipant() is successful, a. save Role table inserts / updates to database

8.8 Role.validateIntakeParticipant()

Object:	Role
Method Name:	validateIntakeParticipant()
Associated Screen Name:	Intake – Participant tab
Method Description	1. The 'Participant Role' field is a required field. Upon save, LAKIDS will ensure a value has been selected. Error: "A Participant Role must be entered for this intake."

8.9 Disabilities.save()

Object:	Disabilities
Method Name:	save()
Associated Screen Name:	Intake – Participant tab
Method Description:	1. Upon Save, save Disabilities table inserts / updates to database

8.10 Race.save()

Object:	Race
Method Name:	save()
Associated Screen Name:	Intake – Participant tab
Method Description	1. save Race table inserts to database

8.11 Phone.save()

Object:	Phone
Method Name:	save()
Associated Screen Name:	Intake – Participant tab
Method Description:	1. If Phone.validate() is successful: a. Save Phone Table inserts/updates to database.

8.12 Phone.validate()

Object:	Phone
Method Name:	validate()
Associated Screen Name:	Intake – Participant tab
Method Description:	1. A value in the Phone Number Type field cannot exist without a value entered in the Number field. Error: 'Phone Number must be entered for the selected Phone Number Type'.

8.13 Phone.delete()

Object:	Phone
Method Name:	delete()
Associated Screen Name:	Intake – Participant tab Intake – Intake Reporter Investigation –Participant tab
Method Description:	1. Delete the selected Phone row from the database

8.14 EmailAddress.save()

Object:	EmailAddress
Method Name:	Save()
Associated Screen Name:	Intake – Participant tab
Method Description:	1. If EmailAddress.validate() is successful: a. Save EmailAddress Table inserts/updates to database.

8.15 Assignment.save()

Object:	Assignment
Method Name:	save()
Associated Screen Name:	Intake - Participant tab Investigation - Participant tab
Method Description:	1. Save Assignment Table inserts/updates to database for the staff member currently logged-in to LAKIDS.

8.16 Relationship.save()

Object:	Relationship
Method Name:	save()
Associated Screen Name:	Intake -- Relationships Pop-Up Investigation – Participant tab Investigation – Relationship Pop-Up
Method Description:	1. Verify that PartyFrom, PartyTo, category, and type parameters are passed to the method. 2. Create a new Relationship record using the given parameters.

8.17 Relationship.delete()

Object:	Relationship
Method Name:	delete()
Associated Screen Name:	Intake -- Relationships Pop-Up Investigation – Relationship Pop-Up
Method Description	1. Delete the selected Relationship records from the Relationship table.

8.18 Intake.saveIntakeReporter()

Object:	Intake
Method Name:	saveIntakeReporter()
Associated Screen Name:	Intake – Reporter tab
Method Description:	1. If Intake.validateIntakeReporter() is successful a. save Intake table inserts / updates to database

8.19 Intake.validateIntakeReporter()

Object:	Intake
Method Name:	validateIntakeReporter()
Associated Screen Name:	Intake – Reporter tab
Method Description:	1. The 'Method of Intake' field is a required field. LAKIDS will ensure that a valid value has been selected. Error: 'Method of Intake must be entered for this intake.' 2. Upon Save, LAKIDS will confirm that text has been entered in the field entitled 'What Prompted Reporter to Call Today?'. Error: 'A response must be provided to 'What Prompted Reporter to Call Today?' 3. LAKIDS will confirm that a 'Relationship to Alleged Victim has been selected for the Intake Reporter or Additional Contact. Error: 'A value for Relationship to Alleged Victim must be selected.'

8.20 IntakeParticipant.acceptanceIntakeReporter()

Object:	IntakeParticipant
Method Name:	acceptanceIntakeReporter()
Associated Screen Name:	Intake – Reporter tab
Method Description:	1. If IntakeParticipant.validateIntakeReporter() is successful a. save IntakeParticipant table inserts / updates to database

8.21 IntakeParticipant.validateIntakeReporter()

Object:	IntakeParticipant
Method Name:	validateIntakeReporter()
Associated Screen Name:	Intake – Reporter tab
Method Description:	1. Prior to Intake Acceptance, the First and Last Name fields must both be populated for the Actual Reporter, or the Anonymous Checkbox must be selected. Error: 'Actual Reporter Name must be provided or Anonymous checkbox selected.'

8.22 Allegation.save()

Object:	Allegation
Method Name:	save()
Associated Screen Name:	Intake – Allegations tab
Method Description:	1. Upon save, if Allegation.validate() is successful a. save Allegation table inserts / updates to database

8.23 Allegation.validate()

Object:	Allegation
Method Name:	validate()
Associated Screen Name:	Intake – Allegation tab
Method Description:	1. An 'Alleged Perpetrator' must be selected from the list of Intake Participants. Error: 'Alleged Perpetrator must be identified.' 2. An 'Allegation Category' must be selected. Error: 'Allegation Category must be identified.' 3. A 'Type' of allegation must be identified. Error: 'Type of allegation must be identified.' 4. The 'Timeframe of Allegation' must be selected. Error: 'Timeframe of Allegation must be selected.' 5. One or more 'Victim(s)' must be selected. Error: 'A victim(s) must be identified.'

8.24 ImmediateSafetyConcerns.save()

Object:	ImmediateSafetyConcerns
Method Name:	save()
Associated Screen Name:	Intake – Assessment tab Investigation – Assessment Tab
Method Description:	1. Upon save, if ImmediateSafetyConcerns.validate is successful, a. save ImmediateSafetyConcerns table inserts / updates to database

8.25 ImmediateSafetyConcerns.validate()

Object:	ImmediateSafetyConcerns
Method Name:	validate()
Associated Screen Name:	Intake – Assessment tab Investigation – Assessment Tab
Method Description:	1. The 'Present Circumstances or Immediate Safety Concerns Selected' field must be populated. Error: 'Present Circumstances or Immediate Safety Concerns Selected' field must be identified.'

8.26 IntakeAssessment.save()

Object:	IntakeAssessment
Method Name:	save()
Associated Screen Name:	Intake – Assessment tab Investigation – Assessment Tab
Method Description:	1. Upon save, if IntakeAssessment.validate() is successful a. save IntakeAssessment table inserts / updates to database

8.27 IntakeAssessment.validate()

Object:	IntakeAssessment
Method Name:	validate()
Associated Screen Name:	Intake – Assessment tab Investigation – Assessment Tab
Method Description:	1. The 'Overall Level of Risk ' field must be populated. Error: 'Overall Level of Risk field must be populated.'

8.28 EventParticipant.save()

Object:	EventParticipant
Method Name:	save
Associated Screen Name:	Intake – Assessment tab
Method Description	1. Upon Save, if EventParticipant.validate() is successful: a. save EventParticipant table inserts/updates to database.

8.29 EventParticipant.validate()

Object:	EventParticipant
Method Name:	validate
Associated Screen Name:	Intake – Assessment tab
Method Description	1. Verify that a 'type', as well as an Events_ID, and either a Party_ID or Person_ID have been passed as parameters to the EventParticipant.save() method and are appropriate to the current use of the EventParticipant object.

8.30 ActionTaken.save()

Object:	ActionTaken
Method Name:	save()
Associated Screen Name:	Intake – Decision tab
Method Description:	1. Upon save, if ActionTaken.validate() is successful a. save ActionTaken table inserts / updates to database

8.31 ActionTaken.validate()

Object:	ActionTaken
Method Name:	validate()
Associated Screen Name:	Intake – Decision tab
Method Description	1. A 'Date' must be provided when an Action is selected. Error: 'A Date must be provided when and Action is selected.'

8.32 Intake.acceptance()

Object:	Intake
Method Name:	acceptance()
Associated Screen Name:	Intake – Decision tab
Method Description:	1. Upon initiation of manual assignment to initiate the intake acceptance process, a. The 'Does the Intake Information Meet the Criteria for a Report' field must be populated. Error: 'Does the Intake Information Meet the Criteria for a Report' field must be populated.' b. A 'Report Classification' must be selected. Error: 'A Report Classification must be selected.' c. A 'Reason for Non-Report' must be provided when the Report Classification = Non-Report. Error: 'A Reason for Non-Report must be provided when Report Classification = Non-Report.' d. A 'Priority' must be provided when the Report Classification = Accepted. Error: 'A Priority' must be provided when the Report Classification = Accepted.' e. Where Report Classification = 'Non-Report', a value must be provided in Action Grid Box. Error: 'An action must be identified for all reports classified as Non-Reports.' f. Where Report Classification = 'Non-Report', the Required Notifications = 'Reporter' checkbox must be checked when Anonymous checkbox has not been selected on Intake – Reporter tab. 2. Invoke the following methods: a. Disabilities.saveacceptance() b. Relationship.saveacceptance() c. IntakeParticipant.validateIntakeReporter() d. Relationship.acceptanceDecision() 3. If Intake.validateIntakeDecision() is successful a. save Intake table inserts / updates to database

8.33 Intake.copyDecision()

Object:	Intake
Method Name:	copyDecision()
Associated Screen Name:	Intake – Decision tab
Method Description	1. Where ‘Reviewed & Accepted’ = “Yes”, and ‘Report Classification’ = “Accepted” and Search Status = “Not Found”, invoke the following methods: a. IntakeParticipant.copyDecision b. Address.copyDecision c. Phone.copyDecision d. Email.copyDecision e. Disabilities.copyDecision f. Race.copyDecision

8.34 IntakeParticipant.copyDecision()

Object:	IntakeParticipant
Method Name:	copyDecision()
Associated Screen Name:	Intake – Decision tab
Method Description	1. Create a new Person record where Search Status = “Not Found”; and 2. Copy Intake Participant fields associated with the Intake Participant record

8.35 Address.copyDecision()

Object:	Address
Method Name:	copyDecision()
Associated Screen Name:	Intake – Decision tab
Method Description	1. Create a new Address record linked to the new Person record created via IntakeParticipant.copyDecision (where Search Status = “Not Found”); and 2. Copy Address information associated with the Intake Participant record

8.36 Phone.copyDecision()

Object:	Phone
Method Name:	copyDecision()
Associated Screen Name:	Intake – Decision tab
Method Description	1. Create a new Phone record linked to the new Person record created via IntakeParticipant.copyDecision (where Search Status = "Not Found"); and 2. Copy Phone information associated with the Intake Participant record

8.37 Email.copyDecision()

Object:	Email
Method Name:	copyDecision()
Associated Screen Name:	Intake – Decision tab
Method Description	1. Create a new Email record linked to the new Person record created via IntakeParticipant.copyDecision (where Search Status = "Not Found"); and 2. Copy Email information associated with the Intake Participant record

8.38 Disabilities.copyDecision()

Object:	Disabilities
Method Name:	copyDecision()
Associated Screen Name:	Intake – Decision tab
Method Description	1. Create a new Disabilities record linked to the new Person record created via IntakeParticipant.copyDecision (where Search Status = "Not Found"); and 2. Copy Disabilities information associated with the Intake Participant record

8.39 Race.copyDecision()

Object:	Race
Method Name:	copyDecision()
Associated Screen Name:	Intake – Decision tab
Method Description	1. Create a new Race record linked to the new Person record created via IntakeParticipant.copyDecision (where Search Status = “Not Found”); and 2. Copy Race information associated with the Intake Participant record

8.40 Relationship.acceptanceDecision()

Object:	Relationship
Method Name:	acceptanceDecision()
Associated Screen Name:	Intake – Associated Cases Pop-Up
Method Description	1. Upon intake acceptance, LAKIDS will create a link between the selected case and the Intake. This Relationship Type = CaseLink will be created by storing the Party_ID for each case on the Relationship table as a Case-to-Case relationship. 2. Save the Intake_ID to Investigation.originantingIntake_ID

8.41 Cases.createCase()

Object:	Cases
Method Name:	createCase()
Associated Screen Name:	Create Case pop-up screen
Method Description	1. Either the “No Prior OCS Involvement” or the “Prior/Current OCS Involvement” radio button must be selected before the user creates the case. If the user clicks the “Create” button and one of the radio buttons has not been selected, LAKIDS will issue an error message “Either the ‘No prior OCS involvement’ or ‘Prior/Current OCS Involvement’ radio button must be selected prior to creating a case.” 2. If the “No prior OCS involvement” radio button is selected and the user clicks on the “Create” button, the following processing occurs: a. The tab set associated with the program selected in the “New Program” drop-down opens. No information is pre-populated on the new case screen, since this is a new case that is not linked to an existing case. b. The Create Case screen closes once the screen associated with the selected program opens. 3. If the “Prior/Current OCS Involvement” radio button is selected and the user clicks on the “Create” button, the following processing occurs: a. The tab set associated with the program selected in the “New Program” drop-down opens. b. All the participants listed in the Participants Selected list box are displayed as participants of the new case. c. All existing relationships (as recorded through the Relationships pop-up screen of the existing case) between those participants who are selected are also displayed as part of the new case (and can be viewed and changed through the Relationships pop-up screen of the new case). d. The Create Case screen closes once the screen associated with the selected program opens. 4. If the “Prior/Current OCS Involvement” radio button is selected, then a. The “Case Name” field is required before the “Create” button may be selected. Error: “’Case Name’ is required before creating a new case.” b. At least one participant must be added to the Participants Selected list box. Error: “At least one participant must be selected”.

8.42 Cases.save()

Object:	Case
Method Name:	save()
Associated Screen Name:	Investigation – Participant tab
Method Description:	1. Invoke Cases.validate() 2. Save Cases inserts/updates to the table; a. where Cases.save is being called for a new case, set Cases.status = 'Active'. b. where Cases.save is being called for a closed case, set Cases.status = 'Closed'.

8.43 Cases.validate()

Object:	Cases
Method Name:	validate()
Associated Screen Name:	Investigation – Participant tab
Method Description	1. Verify that one participant in the case has the appropriate primary role so that the case may be assigned a case name. Refer to Sections 1.1 – 1.11 of this design and the CPI design for appropriate primary roles. Error: "The primary case role must be assigned to one participant in the case before the case may be saved. The primary case role for the *program* program is *primary case role*."

8.44 Role.saveParticipant()

Object:	Role
Method Name:	saveParticipant()
Associated Screen Name:	Investigation – Participants tab
Method Description:	1. If Role.validate() is successful a. save Role inserts/updates to the table

8.45 Role.validateParticipant()

Object:	Role
Method Name:	validateParticipant()
Associated Screen Name:	Investigation – Participants tab
Method Description	1. The "Role" field is required. Upon save, LAKIDS will ensure a value has been selected. Error: "'Role' is required"

8.46 Investigation.save()

Object:	Investigation
Method Name:	save()
Associated Screen Name:	Investigation – Participants tab
Method Description:	1. Upon save, LAKIDS will complete the following save functions (to support subsequent processing associated with creating the Desktop display): a. Save the Investigation Level (as entered on the Intake - Decision tab) to Investigation.level as follows: LAKIDS will retrieve the Investigation Level from Intake.investigationUpDowngrade; if blank, LAKIDS will retrieve the Investigation Level from Intake.investigatorDecision. The Investigation Level data will be derived from the Intake that is linked to the Investigation via Investigation.OriginatingIntake_ID b. Save the Investigation Response Priority (as entered on the Intake - Decision tab) to Investigation.priority as follows: LAKIDS will retrieve Response Priority from Intake.up/DowngradedTo; if blank, LAKIDS will retrieve Priority from Intake.priority. Response Priority data will be derived from the Intake that is linked to the Investigation via Investigation.OriginatingIntake_ID 2. Save Investigation inserts/updates to the table

8.47 Role.closeInvestigationParticipant

Object:	Role
Method Name:	closeInvestigationParticipant()
Associated Screen Name:	Investigation – Participant tab
Method Description:	1. Upon Close, if Role.validateCloseInvestigation Participant() is successful: a. save Role table inserts / updates to database

8.48 ParticipantStatus.saveInvestigation()

Object:	ParticipantStatus
Method Name:	saveInvestigation()
Associated Screen Name:	Investigation – Participant
Method Description	1. Upon Save, create a new row in the Case Participant table with Status = “Active” for each case participant associated with the case

8.49 Role.validateCloseInvestigationParticipant()

Object:	Role
Method Name:	ValidateInvestigationParticipant()
Associated Screen Name:	Investigation – Participant tab
Method Description	1. Upon Close, LAKIDS will confirm that a Participant has been identified with a Role = Primary Caregiver. This participant's name will represent the Investigation Case Name, and the Investigation tab set cannot be closed without this individual being identified. Error: "Case Participant with Role = Primary Caregiver must be identified before Investigation tab set can be closed."

8.50 Role.validateApprovalInvestigationParticipant()

Object:	Role
Method Name:	ValidateInvestigationParticipant()
Associated Screen Name:	Investigation – Participant tab
Method Description	1. Prior to the Investigation being 'Approved', all participants must have a Role ≠ 'Unidentified" (i.e., a valid Role must be identified for each case participant on the Investigation.)

8.51 ParticipantStatus.save()

Object:	ParticipantStatus
Method Name:	save ()
Associated Screen Name:	Investigation – Participant Status Pop-Up
Method Description	1. Upon Save, when the Status = 'Delete', LAKIDS will evaluate the selected participant to identify any other relationships the participant may have to other aspects of the case. When no other relationships are identified, the participant is deleted from the case display and the link between the participant and the investigation case are marked as inactive. When other relationships are identified, an error is message will be displayed: "Case participant cannot be deleted due to involvement in case." 2. Upon Save, if ParticipantStatus.validate() is successful: a. save ParticipantStatus table inserts / updates to database

8.52 ParticipantStatus.validate()

Object:	ParticipantStatus
Method Name:	validate()
Associated Screen Name:	Investigation – Participant Status Pop-Up
Method Description	1. Upon save, LAKIDS will ensure the following required fields are populated: a. A ‘Status’ must be selected. Error: “A Status value must be entered for this participant.” b. An effective date must be entered. Error: “An Effective Date must be entered for this participant.” c. A ‘Reason’ must be entered . Error: ‘A Reason must be entered for this investigation participant.’

8.53 Interviewee.save()

Object:	Interviewee
Method Name:	Save()
Associated Screen Name:	Investigation – Interviews
Method Description	1. Upon Save, if Interviewee.validate() is successful: a. save Interviewee table inserts / updates to database

8.54 Investigation.approveFamilyDescription()

Object:	Investigation
Method Name:	approveFamilyDescription ()
Associated Screen Name:	Investigation – Family Description
Method Description	1. Prior to approval of the Investigation, if Investigation.validateFamilyDescription() is successful: a. save Investigation table inserts / updates to database

8.55 Investigation.validateFamilyDescription()

Object:	Investigation
Method Name:	validateFamilyDescription ()
Associated Screen Name:	Investigation – Family Description
Method Description	1. All three text boxes are required fields that must be completed prior to approval of the Investigation. Error: “All text boxes must be populated as a result of home visit.”

8.56 Interviewee.validate()

Object:	Interviewee
Method Name:	validate()
Associated Screen Name:	Investigation – Interviews
Method Description	1. 'Interviewee' is a required field that must be completed prior to save of a new interview. Error: "Interviewee must be selected from case participant drop-down list." 2. 'Location' is a required field that must be completed prior to save of a new interview. Error: "Location must be selected from drop-down list." 3. 'Type' is a required field that must be completed prior to save of a new interview. Error: "Type must be selected from drop-down list." 4. 'Date' is a required field that must be completed prior to save of a new interview. Error: "Date of interview must be provided." 5. 'Time' is a required field that must be completed prior to save of a new interview. Error: "Time of interview must be provided and in the format of HH:MMam." 6. 'Alleged Victim/Prior Victim?' is a required field. One value must be selected prior to save of a new interview. Error: "A value must be selected for 'Alleged Victim/Prior Victim?' field." 7. 'Actual Interview or Attempted Interview' is a required field. One value must be selected prior to save of a new interview. Error: "A value must be selected for 'Actual Interview or Attempted Interview' field." 8. 'Summary' is a required field that must be completed prior to save of a new interview. Error: "Summary text of the interview must be provided." 9. 'Condition of Child' or 'Attitude and Response of Adult' radio buttons are required fields and one value must be selected prior to save of a new interview. Error: "Either 'Condition of Child' or 'Attitude and Response of Adult' radio button must be selected." 10. 'Summary' is a required field that must be completed prior to save of a new interview. Error: "Summary text discussing condition of child or attitude of adult must be provided."

8.57 Interviewee.delete()

Object:	Interviewee
Method Name:	delete()
Associated Screen Name:	Investigation – Interviews
Method Description	1. Delete the selected Interviewee record from the Interviewee table.

8.58 AssessmentEvent.save()

Object:	AssessmentEvent
Method Name:	save()
Associated Screen Name:	Investigation – Safety Assessments
Method Description	1. Upon Save, if AssessmentEvent.validate() is successful: a. save AssessmentEvent table inserts / updates to database.

8.59 AssessmentEvent.validate()

Object:	AssessmentEvent
Method Name:	validate()
Associated Screen Name:	Investigation – Safety Assessments
Method Description	1. 'Date of Assessment' is a required field that must be completed prior to Save. Error: "Date of Assessment must be provided."

8.60 AssessmentEvent.delete()

Object:	AssessmentEvent
Method Name:	delete()
Associated Screen Name:	Investigation – Safety Assessments
Method Description	1. Delete the selected Assessment Event records from the AssessmentEvent table.

8.61 EventParticipant.saveSafetyAssessment()

Object:	EventParticipant
Method Name:	saveSafetyAssessment()
Associated Screen Name:	Investigation – Safety Assessment
Method Description	1. Upon Save, if EventParticipant.validateSafetyAssessment() is successful: a. save EventParticipant table inserts / updates to database.

8.62 EventParticipant.validateSafetyAssessment()

Object:	EventParticipant
Method Name:	validateSafetyAssessment()
Associated Screen Name:	Investigation – Safety Assessments
Method Description	1. 'Primary Caregiver' is a required field that must be completed prior to Save. Error: "Primary Caregiver must be identified." 2. Prior to save, a Safety Assessment must include at least one child in the 'Children Included in Assessment' List Box. Error: "At least one child must be selected for this Safety Assessment."

8.63 EventParticipant.save()

Object:	EventParticipant
Method Name:	save()
Associated Screen Name:	Investigation – Removal tab
Method Description	1. Upon Save, if EventParticipant.validate() is successful: a. save EventParticipant table inserts/updates to database.

8.64 EventParticipant.validate()

Object:	EventParticipant
Method Name:	validate()
Associated Screen Name:	Investigation – Removal tab
Method Description	1. Verify that a 'type', as well as an Events_ID, and either a Party_ID or Person_ID have been passed as parameters to the EventParticipant.save() method and are appropriate to the current use of the EventParticipant object.

8.65 EventParticipant.delete()

Object:	EventParticipant
Method Name:	delete()
Associated Screen Name:	Investigation – Safety Assessments Investigation – Risk Assessments Investigation – Legal
Method Description	1. Delete the Event Participant record from the EventParticipant table.

8.66 ControllingInterventions.save()

Object:	ControllingInterventions
Method Name:	save()
Associated Screen Name:	Investigation – Safety Assessments
Method Description	1. Upon Save, save ControllingInterventions table inserts / updates to database.

8.67 ControllingInterventions.delete()

Object:	ControllingInterventions
Method Name:	delete()
Associated Screen Name:	Investigation – Safety Assessments
Method Description	1. Delete the selected Controlling Interventions records from the ControllingInterventions table.

8.68 SafetyAssessment.save()

Object:	SafetyAssessment
Method Name:	save()
Associated Screen Name:	Investigation – Safety Assessments
Method Description	1. Upon Save, if SafetyAssessment.validate() is successful: a. Save SafetyAssessment inserts/updates to the table b. If a change in selected "Children Included in Assessment" occurred since the last save, invoke EventParticipant.save() and EventParticipant.delete() as necessary. c. If a change in selected "Controlling Interventions" occurred since the last save, invoke ControllingInterventions.save() and ControllingInterventions.delete(), as necessary..

8.69 SafetyAssessment.validate()

Object:	SafetyAssessment
Method Name:	validate()
Associated Screen Name:	Safety Assessments
Method Description	1. 'Primary Caregiver' is a required field that must be completed prior to save for new assessments. Error: "Primary Caregiver must be identified." 2. Prior to save for new assessments, a Safety Assessment must include at least one child in the 'Children Included in Assessment' List Box. Error: "At least one child must be selected for this Safety Assessment."

8.70 SafetyAssessment.approval()

Object:	SafetyAssessment
Method Name:	approval()
Associated Screen Name:	Investigation – Safety Assessments
Method Description	1. Upon Approval of the Safety Assessment, invoke SafetyAssessment.save() a. If successful, invoke SafetyAssessment.validateApproval() b. If successful, Invoke Approval.approval()

8.71 SafetyAssessment.validateApprove()

Object:	SafetyAssessment
Method Name:	validateApprove()
Associated Screen Name:	Investigation – Safety Assessments
Method Description	1. If a safety factor has been checked, the associated text box must be completed prior to Approval. Error: "Supporting documentation is required for selected checkbox."

8.72 Events.delete()

Object:	Events
Method Name:	delete()
Associated Screen Name:	All events
Method Description	1. Delete the indicated Events record from the Events table.

8.73 SafetyAssessment.delete()

Object:	SafetyAssessment
Method Name:	delete()
Associated Screen Name:	Investigation – Safety Assessments
Method Description	1. Invoke ImmediateSafetyPlan(ISP).delete() for all records on the ImmediateSafetyPlan(ISP) table where SafetyAssessment.SafetyAssessment_ID = ImmediateSafetyPlan(ISP).SafetyAssessment_ID. a. For all previous ImmediateSafetyPlan (ISP) table records, invoke ISPParticipant.delete() where ImmediateSafetyPlan(ISP).ImmediateSafetyPlan_ID = ISPParticipant.ImmediateSafetyPlan_ID 2. Invoke ControllingInterventions.delete() for all records on the ControllingInterventions table where SafetyAssessment.SafetyAssessment_ID = ControllingInterventions.SafetyAssessment_ID. 3. Delete the selected Safety Assessment record from the SafetyAssessment table. 4. Invoke AssessmentEvent.delete() 5. Invoke EventParticipant.delete() 6. Invoke Events.delete().

8.74 ImmediateSafetyPlan(ISP).save()

Object:	ImmediateSafetyPlan(ISP)
Method Name:	save()
Associated Screen Name:	Investigation – Immediate Safety Plan Pop-Up
Method Description	1. Upon Save, if ImmediateSafetyPlan(ISP).validate() is successful: a. If a change in any of the fields in the "Immediate Safety Plan" group box occurred since the last save, invoke ISP_Participant.save(). b. save ImmediateSafetyPlan(ISP) table inserts / updates to database.

8.75 ImmediateSafetyPlan(ISP).validate()

Object:	ImmediateSafetyPlan(ISP)
Method Name:	validate()
Associated Screen Name:	Investigation – Immediate Safety Plan Pop-Up
Method Description	1. 'Plan Finalized Date" is a required field prior to Save. Error: "The Plan Finalized Date must be entered for this plan."

8.76 ImmediateSafetyPlan(ISP).delete()

Object:	ImmediateSafetyPlan(ISP)
Method Name:	delete()
Associated Screen Name:	Investigation – Immediate Safety Plan Pop-Up
Method Description	1. Invoke ISP_Participant.delete() for all records on the ISPParticipant table where ImmediateSafetyPlan.ImmediateSafetyPlan _ID = ISPParticipant.ImmediateSafetyPlan _ID. 2. Delete the selected ImmediateSafetyPlan(ISP) records from the ImmediateSafetyPlan(ISP) table.

8.77 ISP_Participant.save()

Object:	ISP_Participant
Method Name:	save()
Associated Screen Name:	Investigation – Immediate Safety Plan Pop-Up
Method Description	1. Upon Save, if ISP_Participant.validate() is successful: a. save ISP_Participant table inserts / updates to database.

8.78 ISP_Participant.delete()

Object:	ISP_Participant
Method Name:	delete()
Associated Screen Name:	Investigation – Immediate Safety Plan Pop-Up
Method Description	1. Delete the selected ISP_Participant records from the ISP_Participant table.

8.79 ISP_Participant.validate()

Object:	ISP_Participant
Method Name:	validate()
Associated Screen Name:	Investigation – Immediate Safety Plan Pop-Up
Method Description	1. 'Person Responsible' is a required field prior to Save. Error: "A case participant must be selected for this task." 2. 'Time Frame' must be completed for each task prior to Save. Error: "Start and end dates for the task must be provided." 3. 'What, Where, When' must be completed prior to Save. Error: "A text description of the task must be provided." 4. Upon Save, LAKIDS will ensure that the new Immediate Safety Plan task is not a duplicate of an earlier entry (e.g., if the Copy button was used to initiate the task creation).

8.80 InvestigationRiskAssessment.delete()

Object:	InvestigationRiskAssessment
Method Name:	delete()
Associated Screen Name:	Investigation – Risk Assessments
Method Description	1. Reference the Approvals Table using the current risk assessment's Events.Events_ID = Approval.PartyTo_ID, where Approval.type indicates 'InvestigationRiskAssessment'. If any of these records has Approval.status = 'Final', the risk assessment may not be deleted. Error: "The selected assessment has been approved and may not be deleted". If successful, a. Invoke HistoryPreventiveServices.delete() for all records on the HistoryPreventiveServices table where InvestigationRiskAssessment.InvestigationRiskAssessment_ID = HistoryPreventiveServices.InvestigationRiskAssessment_ID. b. Invoke CurrentPreventiveServices.delete() for all records on the CurrentPreventiveServices table where InvestigationRiskAssessment.InvestigationRiskAssessment_ID = CurrentPreventiveServices.InvestigationRiskAssessment_ID. c. Delete the selected Investigation Risk Assessment record from the RiskAssessment table. d. Invoke AssessmentEvent.delete() e. Invoke EventParticipant.delete() f. Invoke Events.delete()

8.81 InvestigationRiskAssessment.save()

Object:	InvestigationRiskAssessment
Method Name:	save()
Associated Screen Name:	Investigation – Risk Assessments

Method Description	1. Upon Save, if InvestigationRiskAssessment.validate() is successful: a. Save RiskAssessment inserts/updates to the table. b. If a change in selected “History of Preventive Services” occurred since the last save, invoke HistoryPreventiveServices.save() and HistoryPreventiveServices.delete(), as necessary c. If a change in selected “Current Preventive Services” occurred since the last save, invoke CurrentPreventiveServices.save() and CurrentPreventiveServices.delete(), as necessary

8.82 InvestigationRiskAssessment.validate()

Object:	InvestigationRiskAssessment
Method Name:	validate()
Associated Screen Name:	Investigation – Risk Assessments
Method Description	1. ‘Level of Risk’ is a required field prior to Save. Error: “A Level of Risk must be identified for this assessment.” 2. ‘Date of Assessment’ is a required field prior to Save. Error: “The date the assessment was completed must be provided for this assessment.” 3. At least one ‘Type’ of preventive service that has been provided historically to the child must be identified prior to Save if the associated ‘Explanation‘ field is populated. Error: “The Type of Preventive Service provided in the past to the child must be identified for this assessment.” 4. At least one ‘Type’ of preventive service that is currently being provided to the child must be identified prior to Save if the associated ‘Explanation‘ field is populated. Error: “The Type of Preventive Service currently being provided to the child must be identified for this assessment.” 5. The ‘Current Situation’ of the child must be identified prior to Save. Error: “The Current Situation of the child must be described for this assessment.” 6. A ‘Recommendation of the Agency‘ must be identified prior to Save. Error: “A Recommendation of the Agency must be identified for this assessment.” 7. Upon Save, LAKIDS will ensure that the new Risk Assessment is not a duplicate of an earlier entry (e.g., if the Copy button was used to initiate the task creation).

8.83 EventParticipant.saveRiskAssessment()

Object:	EventParticipant
Method Name:	saveRiskAssessment()
Associated Screen Name:	Investigation – Risk Assessments
Method Description	1. Upon Save, if EventParticipant.validateRiskAssessment() is successful: a. save EventParticipant table inserts / updates to database.

8.84 EventParticipant.validateRiskAssessment()

Object:	EventParticipant
Method Name:	validateRiskAssessment()
Associated Screen Name:	Investigation – Risk Assessments
Method Description	1. 'Child' is a required field prior to Save. Error: "A child participant must be identified for this assessment."

8.85 HistoryPreventiveServices.save()

Object:	HistoryPreventiveServices
Method Name:	save()
Associated Screen Name:	Risk Assessments
Method Description	1. Save History Preventive Service insert to the HistoryPreventiveServices table.

8.86 HistoryPreventiveServices.delete()

Object:	HistoryPreventiveServices
Method Name:	delete()
Associated Screen Name:	Risk Assessments
Method Description	1. Delete the History Preventive Service record from the HistoryPreventiveServices table.

8.87 CurrentPreventiveServices.save()

Object:	CurrentPreventiveServices
Method Name:	save()
Associated Screen Name:	Risk Assessments
Method Description	1. Save Current Preventive Service insert to the CurrentPreventiveServices table.

8.88 CurrentPreventiveServices.delete()

Object:	CurrentPreventiveServices
Method Name:	delete()
Associated Screen Name:	Risk Assessments
Method Description	1. Delete the Current Preventive Service record from the CurrentPreventiveServices table.

8.89 InvestigationRiskAssessment.approve()

Object:	InvestigationRiskAssessment
Method Name:	approve()
Associated Screen Name:	Investigation – Risk Assessments
Method Description	1. Invoke InvestigationRiskAssessment.save() 2. If successful, invoke Approval.approval()

8.90 Allegation.saveInvestigationFindings()

Object:	Allegation
Method Name:	saveInvestigationFindings ()
Associated Screen Name:	Investigation – Findings
Method Description:	1. Upon save, if Allegation.validateInvestigationFindings () is successful a. save Allegation table inserts / updates to database

8.91 Allegation.validateInvestigationFindings()

Object:	Allegation
Method Name:	validateInvestigationFindings()
Associated Screen Name:	Investigation – Findings
Method Description:	1. Prior to Save, the 'Alleged Perpetrator' field must be populated. Error: 'An Alleged Perpetrator must be identified for each finding.' 2. Prior to Save, the 'Allegation Category' field must be populated. Error: 'The Allegation Category must be populated for each finding.' 3. Prior to Save, the 'Allegation Type' field must be populated. Error: 'The Allegation Type' must be populated for each finding.' 4. Prior to Save, an 'Alleged Victim' must be identified when the Finding = Valid. Error: 'An Alleged Victim must be identified for each Valid finding.'

8.92 Allegation.approveInvestigationFindings()

Object:	Allegation
Method Name:	approveInvestigationFindings ()
Associated Screen Name:	Investigation – Findings
Method Description:	1. Upon approval of Investigation, if Allegation.validateApproveInvestigationFindings () is successful a. save Allegation table inserts / updates to database

8.93 Allegation.validateApproveInvestigationFindings()

Object:	Allegation
Method Name:	validateApproveInvestigationFindings()
Associated Screen Name:	Investigation – Findings
Method Description:	1. Prior to approval, a 'Finding' must be identified for each allegation. Error: 'A Finding must be identified for each allegation.'

8.94 Investigation.saveInvestigationFindings()

Object:	Investigation
Method Name:	saveInvestigationFindings ()
Associated Screen Name:	Investigation – Findings
Method Description:	1. Upon save, save Investigation table inserts / updates to database

8.95 Investigation.saveApprovalInvestigationFindings()

Object:	Investigation
Method Name:	saveApprovalInvestigationFindings ()
Associated Screen Name:	Investigation – Findings
Method Description:	1. Prior to approval, if Investigation.validateApprovalInvestigationFindings() is successful a. save Investigation table inserts / updates to database

8.96 Investigation.validateApprovalInvestigationFindings()

Object:	Investigation
Method Name:	validateApprovalInvestigationFindings()
Associated Screen Name:	Investigation – Findings
Method Description:	1. Prior to Approval, the ‘Staffing Date’ must be populated. Error: ‘The Staffing Date must be documented for each Final Finding.’ 2. Prior to Approval, a ‘Final Finding’ must be identified. Error: ‘A Final Finding must be identified for each Investigation.’ 3. Prior to Approval, the ‘Minimum Contact Requirements’ field must be populated. Error: ‘A value must be provided for the Minimum Contact Requirements field.’ 4. Prior to Approval, the ‘Need For A Safety Plan’ field must be populated. Error: ‘Identify if a Safety Plan was required for this investigation.’ 5. Prior to Approval, an Explanation must be provided summarizing the final finding. Error: ‘An Explanation must be provided summarizing the Final Finding.’

8.97 Investigation.validateApprovalEdits()

Object:	Investigation
Method Name:	validateApprovalEdits()
Associated Screen Name:	Investigation – Findings
Method Description	1. Where Investigtion.finalFinding = Valid, LAKIDS will confirm that an approved Safety Assessment Plan record exists where Role = “Victim” and “Other Involved Child”. For all other Investigations, LAKIDS will confirm that an approved Safety Assessment Plan record exists where Role = “Victim”. 2. If Investigtion.finalFinding ≠ “Unable to Locate” or “Client Non-Cooperative”, then a. Confirm that Interviewee.interviewee record exists for: i. Case Participant with Role = “Reporter” if Anonymous = ‘No’; or, ii. Case participant(s) with Role = “Caregiver/Perpetrator”, “Perpetrator”, or “Other Caretaker/Perpetrator’ or Interviewee.typeOfInterview = “In-Person”; and, iii. Case Participants with Role = “Other Involved Adult” and “Other Involved Child” or, Interviewee.typeOfInterview = “In-Person”; and, iv. Case Participants with Role = “Noninvolved Child” and Interviewee.typeOfInterview = “In-Person”; or, v. Case Participants with Role = “Witness” and Interviewee.typeOfInterview = “In-Person”; b. And i. If Intake.investigationUpDowngrade = “Level 1” or if blank, if Intake.investigatorDecision = “Level 1”, LAKIDS will confirm that two Interviewee.interviewee record exists for Role = “Collateral” and one with a Relationship to Allegation.alllegedVictim = “Medical”, or ii. If Intake.investigationUpDowngrade = “Level 2”, or if blank, Intake.investigatorDecision = “Level 2”, then confirm that two Interviewee.interviewee record exists for Role = “Collateral” iii. If Intake.investigationUpDowngrade = “Level 3” or, if blank, Intake.investigatorDecision = “Level 3”, then confirm that an Interviewee.interviewee record exists for Role = “Collateral” 3. Allegation.finding ≠ null 4. Allegation.reasonForFinding ≠ null for each

	Allegation.finding 5. "Staffing Date" > "Intake.dateTimeOfCall" and Staffing Type = "Final Finding"; and 6. Investingation.finalFinding ≠ null; and 7. Investigation.minimumContactRequirements ≠ null; and, 8. Investigation.safetyPlanNeeded? ≠ null

8.98 Investigation.approval()

Object:	Investigation
Method Name:	approval()
Associated Screen Name:	Investigation – Findings
Method Description	1. Upon approval of investigation, invoke the following methods: a. Investigation.approveFamilyDescription() b. Investigation.validateApprovalEdits() c. Role.validateApprovalInvestigationParticipant() d. SafetyAssessment.approval() e. Allegation.approveInvestigationFindings() f. Investigation.saveapprovalInvestigationFindings() g. Investigation.acceptanceFacility() 2. If successful, invoke Approval.approval()

8.99 Investigation.acceptanceFacility()

Object:	Investigation
Method Name:	acceptanceFacility()
Associated Screen Name:	Investigation – Facility Pop-Up
Method Description:	1. Upon investigation approval, if Investigation.validateFacility() is successful a. save Investigation table inserts / updates to database

8.100 Investigation.validateFacility()

Object:	Investigation
Method Name:	validateFacility()
Associated Screen Name:	Investigation – Facility Pop-Up
Method Description:	1. All three text boxes are required fields. Error: "All text boxes must be populated as a result of facility visit."

8.101 LegalAction.save()

Object:	LegalAction
Method Name:	Save
Associated Screen Name:	Investigation – Legal
Method Description	1. Upon Save, if LegalAction.validate() is successful: a. save LegalAction table inserts / updates to database.

8.102 LegalAction.validate()

Object:	LegalAction
Method Name:	validate()
Associated Screen Name:	Investigation – Legal
Method Description	1. Prior to save, a 'Date' must be provided for the Legal Action. Error: 'A Date must be provided for the Legal Action.' 2. Prior to save, the 'Legal Action' field must be populated. Error: 'A Legal Action must be identified.' 3. Prior to save, one of the three radio buttons (i.e., Case Participant, Staff Member, or Collateral) must be selected for each Legal Action Participant entered. Error: 'A radio button must be selected for each Legal Action Participant identified.' 4. Upon save, the selected participant that the Legal Action tab was linked to (i.e., the highlighted name in the header) will be saved in the EventParticipant.Party_ID field. 5. Upon save, a person must be associated with each Legal Action. Error: 'A person must be identified for each Legal Action.'

8.103 LegalAction.delete()

Object:	LegalAction
Method Name:	delete()
Associated Screen Name:	Investigation – Legal
Method Description	1. Invokes following methods: a. EventParticipant.delete() b. HearingInformation.delete() c. HearingResults.delete() d. ResultsParticipants.delete() e. EventRole.delete() f. EventParticipant.delete() 2. If previous methods are successful, delete the selected Legal Action records from the LegalAction table.

8.104 HearingInformation.saveLegal()

Object:	HearingInformation
Method Name:	saveLegal()
Associated Screen Name:	Investigation – Legal
Method Description	1. Upon Save, save HearingInformation table inserts / updates to database.

8.105 HearingInformation.delete()

Object:	HearingInformation
Method Name:	delete()
Associated Screen Name:	Investigation – Legal
Method Description	1. Invokes following methods: a. HearingResults.delete() b. ResultsParticipants.delete() 2. Delete the selected Hearing Information records from the HearingInformation table.

8.106 EventRole.save()

Object:	EventRole
Method Name:	save()
Associated Screen Name:	Investigation – Legal
Method Description	1. Upon save, if EventRole.validate() is successful: a. save EventRole table inserts / updates to database.

8.107 EventRole.validate()

Object:	EventRole
Method Name:	validate()
Associated Screen Name:	Investigation – Legal
Method Description	1. Prior to save, a 'Legal Action Role' must be selected for each Legal Action Participant. Error: 'A Legal Action Role must be identified for each Legal Action Participant.'

8.108 EventRole.delete()

Object:	EventRole
Method Name:	delete()
Associated Screen Name:	Investigation – Legal
Method Description	1. Delete the selected Legal Action participant from the EventRole table.

8.109 HearingInformation.saveHearing()

Object:	HearingInformation
Method Name:	saveHearing
Associated Screen Name:	Investigation – Hearing Outcome Pop-Up
Method Description	1. Upon save, if HearingInformation.validate() is successful: a. save HearingInformation table inserts / updates to database.

8.110 HearingInformation.validate()

Object:	HearingInformation
Method Name:	validate()
Associated Screen Name:	Investigation – Hearing Outcome Pop-Up
Method Description	1. Prior to save, a 'Hearing Type' must be selected. Error: "A Hearing Type must be identified." 2. Prior to save, a 'Hearing Date' must be entered. Error: "A Hearing Date must be identified."

8.111 HearingResults.save()

Object:	HearingResults
Method Name:	save()
Associated Screen Name:	Investigation – Hearing Outcome Pop-Up
Method Description	1. Upon save, if HearingResults.validate() is successful: a. save HearingResults table inserts / updates to database.

8.112 HearingResults.validate()

Object:	HearingResults
Method Name:	validate()
Associated Screen Name:	Investigation – Hearing Outcome Pop-Up
Method Description	1. Prior to save, a 'Result' must be selected. Error: 'A Hearing Result must be selected.'

8.113 HearingResults.delete()

Object:	HearingResults
Method Name:	delete()
Associated Screen Name:	Investigation – Legal Investigation - Hearing Outcome Pop-Up
Method Description	1. Delete the selected Hearing Results associated with the selected Legal Event from the HearingResults table. 2. Invoke ResultsParticipant.delete().

8.114 ResultsParticipant.save()

Object:	ResultsParticipant
Method Name:	save()
Associated Screen Name:	Investigation – Hearing Outcome Pop-Up
Method Description	1. Upon save, if ResultsParticipant.validate() is successful: a. save ResultsParticipant table inserts / updates to database.

8.115 ResultsParticipant.validate()

Object:	ResultsParticipant
Method Name:	validate()
Associated Screen Name:	Investigation – Hearing Outcome Pop-Up
Method Description	1. Prior to Save, a legal action participant must be identified as the person to which the subject legal outcome 'Applies To'. Error: 'Identify a person to which the subject legal outcome Applies To."

8.116 ResultsParticipant.delete()

Object:	ResultsParticipant
Method Name:	Delete()
Associated Screen Name:	Investigation – Legal Investigation - Hearing Outcome Pop-Up
Method Description	1. Delete the selected Hearing Results Participant associated with the selected Hearing from the ResultsParticipant table.

8.117 ServiceDelivery.validate()

Object:	ServiceDelivery
Method Name:	validate
Associated Screen Name:	Services
Method Description	1. The "Start Date" date must be prior or equal to the "End Date" date. Error: "'Start Date' must be prior or equal to 'End Date'" 2. For Foster Care, Adoption Subsidy, Transitional Services, and Casey Care cases, the service authorization end date may not exceed the primary child's 18th birthday. Where Cases.program for the case currently selected in the

	header = ‘Foster Care’, ‘Adoption Subsidy’, ‘Transitional Services’, or ‘Case Care’, use Cases.caseName_ID = Person.Person_ID on the Person table. If the current system date – Person.dateOfBirth >= 18, issue an error. Error: “’End Date’ may not exceed the primary child participant’s 18th birthday” 3. For Foster Care cases, a placement may not be created until OCS custody information has been recorded. Specifically, the following edit will be enforced once the user has selected a service category and type where Service.placement? = TRUE: a. A Legal Action = “Instanter Order” must have been entered on the Legal tab when Authority to Place =”Court Order” or “Voluntary Surrender” on the Removal tab. (There is no related requirement for a Legal Action to be entered on the Legal tab when Authority to Place =”Voluntary Placement Agreement” on the Removal tab.) 4. For Young Adult cases, the service authorization end date may not exceed the primary child’s 21st birthday. Where Cases.program for the case currently selected in the header = ‘Young Adult’, use Cases.caseName_ID = Person.Person_ID on the Person table. If the current system date – Person.dateOfBirth >= 21, issue an error. Error: “’End Date’ may not exceed the primary child participant’s 21st birthday” 5. Upon saving the service authorization, EventParticipant.Person_ID is set to the Party ID of the participant selected in the header at the top of the screen where EventParticipant.Party_ID is the Party ID of the case selected in the header, EventParticipant.Events_ID is the Events ID of the service authorization event being documented, and EventParticipant.type = ‘ServiceDeliveryParticipant’. 6. Upon saving the service authorization, ServiceDelivery.Service_ID is set to the Service ID of the service on the Services table where Services.category and Services.type are the category and type selected for the service authorization. 7. If the provider that is selected for the service is listed as inactive (from ProviderServices.status, ProviderServices.beginDate, and ProviderServices.endDate) at any time within the “Start Date” and “End Date” for the service authorization, issue an error so that the user may not authorize payment for a provider at any time when the provider is inactive. Error:

	"The selected provider must be active throughout the Start Date and End Date time span" 8. The Service Category, Service Type, Dollar Amount, Start Date, and End Date fields are required. If the user attempts to save the service authorization without all of these fields populated, the appropriate error message is displayed. Errors: "'Service Category' is required"; "'Service Type' is required"; "'Dollar Amount' is required"; "'Start Date' is required"; "'End Date' is required" 9. Non-Client specific (Service.clientRequired?" = FALSE) services are not allowed. Error: "Non-client specific services are not allowed" 10. Worker Reimbursement (Service.workerReimbursementAllowed? = TRUE) services are not allowed. Error: "Worker Reimbursement services are not allowed" 11. Two service authorizations for the same case participant may not overlap if the "By Client" field for the two Service categories and types on the Services screen are equal. The "By Client" overlap group disallows overlapping services in the same "By Client" group for the same client. Error: "The service authorization entered overlaps another for the participant in the same "By Client" overlap group indicated on the Services screen" 12. Two service authorizations for the same case participant and provider may not overlap if the "By Provider" field for the two Service categories and types on the Services screen are equal. The "By Provider" overlap group disallows overlapping services in the same "By Provider" group for the same client and provider. Error: "The service authorization entered overlaps another for the participant and provider in the same "By Provider" overlap group indicated on the Services screen" 13. For Foster Care board service authorizations (indicated by Service Category and Type), ServiceDelivery.endDate may not be greater than one year past ServiceDelivery.startDate. Error: "Start Date and End Date may not span more than one year for Foster Care board service authorizations" 14. For Residential board service authorizations (indicated by Service Category and Type), ServiceDelivery.endDate may not be greater than six months past ServiceDelivery.startDate. Error: "Start Date and End Date may not span more than six months for Residential board service authorizations" 15. For Day Care service authorizations (indicated by Service

	Category and Type), ServiceDelivery.endDate may not be greater than twelve months past ServiceDelivery.startDate. Error: “Start Date and End Date may not span more than twelve months for Day Care service authorizations” 16. Changing the End Date on an existing approved Service Authorization for a placement will require a reason to be entered in the “Placement/Service End Reason” field. Error: “Placement/Service End Reason is required” 17. If “Unit Type” = ‘Monthly’, ‘Daily’, ‘Hourly’ or ‘Weekly’, “# of Units” may not exceed the appropriate number allowable in the given “Start Date” thru “End Date” range. Error: “The ‘# of Units’ given for the ‘Unit Type’ selected exceeds the maximum allowable for the specified date range” 18. Spending limits and maximum unit limits are enforced at the service authorization level following the same logic for payments. If a spending limit is exceeded, a warning will be issued to the user indicating that they have violated the spending limit. The appropriate Override approval level must be applied to the service authorization before it can achieve ‘Approved’ status. Spending limit edits and maximum unit edits are described in detail in the *Create and Process Payments* topic paper in section 2.8 Payment Request Screen, Limits and Approval subheading. Warnings: “The ‘# of Units’ specified exceeds the current limit set for the selected service category, type, and provider”; “The ‘Dollar Amount’ specified exceeds the current limit set for the selected service category, type, and provider” 19. Upon save, LAKIDS will initiate an automated message to the Eligibility Specialist when a client’s placement has changed, including a change to ‘runaway’ or OYD Custody. For any new service authorization where Service.placement? = ‘Yes’, determine if the last placement service’s “Category” or “Type” were different, using Service.startDate, Service.endDate, and Service.Service_ID to derive the category and type. 20. Upon save, if a service category and type has been selected that indicates that the service authorization is for a non-custody infant born to a child in care (for Foster Care cases), LAKIDS will verify that the case has a participant with the role of “Non-custody infant” to ensure that the user has appropriately established the foster child’s infant as a participant in the case. Error: “The non-custody infant must be established as a participant in the case before a service authorization for a payment made

	for the infant may be processed." 21. Upon save, LAKIDS will automatically update case participant addresses when a participant is in a foster care placement. Accordingly, when a new service authorization for a placement (Services.placement? = TRUE) is approved: a. For the participant selected in the header, use Person.Person_ID = Address.Party_ID on the address table. If a record is selected in which Address.addressType = 'Geographical', Address.endDate is not equal to NULL, and Address.c/o is not equal to Provider.Party_ID for the currently selected provider for the service authorization: i. set Address.endDate = ServiceDelivery.startDate –1 day. ii. Determine the current Provider's geographical address where Address.Party_ID = Provider.Party_ID of the provider for the current service authorization, Address.addressType = 'Geographical', and Address.endDate = NULL. iii. Create a new Address record for the child, where Address.addressType = 'Geographical', Address.startDate = ServiceDelivery.startDate for the current service authorization, Address.c/o = Provider.Party_ID of the provider for the current service authorization, and Address.Party_ID = Person.Person_ID for the participant currently selected in the header. Copy the following field values from the provider's record attained in step #20(a)(ii) into the new child's geographical address record: Address.street1, .street2, .street3, .street4, .street5, .city, .state, .zipCode, .description, .aptNumberPOBox, .country, .parish, and .region.

8.118 ServiceDelivery.save()

Object:	ServiceDelivery
Method Name:	save()
Associated Screen Name:	Investigation - Services
Method Description	1. If ServiceDelivery.validate() is successful a. save ServiceDelivery inserts/updates to database

8.119 ServiceDelivery.approval()

Object:	ServiceDelivery
Method Name:	approval()
Associated Screen Name:	Investigation - Services
Method Description	1. Invoke ServiceDelivery.save() 2. If successful, invoke Approval.approval()

8.120 ServiceDelivery.delete()

Object:	ServiceDelivery
Method Name:	delete()
Associated Screen Name:	Investigation - Services
Method Description	1. Service authorizations cannot be deleted once they have been approved. Error: "Approved Service Authorizations may not be deleted". If successful a. Delete the selected Service Authorization record from the ServiceDelivery table. b. Invoke EventParticipant.delete() c. Invoke Events.delete()

8.121 Removal.validate()

Object:	Removal
Method Name:	Validate
Associated Screen Name:	Investigation – Removal

Method Description	1. Save processing will invoke the following edits: a. ‘Primary Reason for Custody’ must be selected. Error: “A Primary Reason for Custody must be selected.” b. The ‘Primary Caregiver/Parent Related’ reason for custody must be selected. Error: “The Primary Caregiver/Parent Related reason for custody must be selected.” c. The ‘Primary Child Related’ reason for custody must be selected. Error: “The Primary Child Related reason for custody must be selected.” d. The “Poor Prognosis for Reunification” checklist must be completed. Error: “The Poor Prognosis for Reunification checklist must be completed before the Removal tab can be saved.” e. The “Authority to Place” and “Date” fields must be populated. Error: “The ‘Authority to Place’ and associated ‘Date’ are required.”

8.122 Removal.save()

Object:	Removal
Method Name:	save()
Associated Screen Name:	Investigation – Removal
Method Description	1. Upon Save, if Removal.validate() is successful: a. save Removal table inserts / updates to database. b. If a change in selected “Other Reasons for Custody” occurred since the last save, invoke OtherReasonForCustody.save() and OtherReasonForCustody.delete(), as necessary c. If a change in selected “Other Caregiver/Parent Related” selections occurred since the last save, invoke OtherCaregiverRelated.save() and OtherCaregiverRelated.delete(), as necessary d. If a change in selected “Other Child Related” selections occurred since the last save, invoke OtherChildRelated.save() and OtherChildRelated.delete(), as necessary e. If a change in selected “Known Behavioral Problems” occurred since the last save, invoke KnownBehaviorProblem.save() and KnownBehaviorProblem.delete(), as necessary.

8.123 Removal.delete()

Object:	Removal
Method Name:	delete()
Associated Screen Name:	Investigation – Removal
Method Description	1. Invoke OtherReasonForCustody.delete() for all records on the OtherReasonsForCustody table where Removal.Removal_ID = OtherReasonForCustody.Removal_ID. 2. Invoke OtherParent/CaregiverRelatedReasons.delete() for all records on the OtherCaregiverParent/RelatedReasons table where Removal.Removal_ID = OtherParent/CaregiverRelatedReasons.Removal_ID. 3. Invoke OtherChildRelated.delete() for all records on the OtherChildRelatedReasons table where Removal.Removal_ID = OtherChildRelatedReasons.Removal_ID. 4. Invoke KnownBehaviorProblem.delete() for all records on the KnownBehaviorProblems table where Removal.Removal_ID = KnownBehaviorProblems.Removal_ID. 5. Delete the selected Removal record from the Removal table. 6. Invoke EventParticipant.delete() 7. Invoke Events.delete()

8.124 OtherReasonForCustody.save()

Object:	OtherReasonForCustody
Method Name:	aave()
Associated Screen Name:	Investigation – Removal
Method Description	1. Upon Save, save OtherReasonForCustody table inserts / updates to database.

8.125 OtherReasonForCustody.delete()

Object:	OtherReasonForCustody
Method Name:	delete()
Associated Screen Name:	Investigation – Removal
Method Description	1. Delete the selected Other Reasons For Custody associated with the selected case participant from the OtherReasonForCustody table.

8.126 OtherParent/CaregiverRelatedReasons.save()

Object:	OtherParent/CaregiverRelatedReasons
Method Name:	save()
Associated Screen Name:	Investigation – Removal
Method Description	1. Upon Save, save OtherParent/CaregiverRelatedReasons table inserts / updates to database.

8.127 OtherParent/CaregiverRelatedReasons.delete()

Object:	OtherParent/CaregiverRelatedReasons
Method Name:	delete()
Associated Screen Name:	Investigation – Removal
Method Description	1. Delete the selected Other Parent/Caregiver Related reasons associated with the selected case participant from the OtherParent/CaregiverRelatedReasons table.

8.128 OtherChildRelatedReasons.save()

Object:	OtherChildRelatedReasons
Method Name:	save()
Associated Screen Name:	Investigation – Removal
Method Description	1. Upon Save, save OtherChildRelatedReasons table inserts / updates to database.

8.129 OtherChildRelatedReasons.delete()

Object:	OtherChildRelatedReasons
Method Name:	delete()
Associated Screen Name:	Investigation – Removal
Method Description	1. Delete the selected Other Child Related Reasons associated with the selected case participant from the OtherChildRelatedReasons table.

8.130 KnownBehaviorProblem.save()

Object:	KnownBehaviorProblem
Method Name:	save()
Associated Screen Name:	Investigation – Removal
Method Description	1. Upon Save, save KnownBehaviorProblem table inserts / updates to database.

8.131 KnownBehaviorProblem.delete()

Object:	KnownBehaviorProblem
Method Name:	delete()
Associated Screen Name:	Investigation – Removal
Method Description	1. Delete the selected Behavior Problems associated with the selected case participant from the KnownBehaviorProblem table.

8.132 Relationship.deleteCollateral()

Object:	Relationship
Method Name:	deleteCollateral ()
Associated Screen Name:	Intake – Collateral
Method Description	1. Delete the selected relationship to the Collateral associated with the selected case from the Relationship table.

8.133 Person.saveCollateral()

Object:	Person
Method Name:	saveCollateral ()
Associated Screen Name:	Intake – Collateral
Method Description	1. Upon Save, save Person table inserts / updates to database.

8.134 ClosingHistory.validate()

Object:	ClosingHistory
Method Name:	validate()
Associated Screen Name:	Open/Close History Tab
Method Description	1. Once the user inserts a new Open/Close History line item, an Open Date and Open Reason are required before information can be saved. Error: “Enter Open Date and Open Reason.”

8.135 ClosingHistory.save()

Object:	ClosingHistory
Method Name:	save()
Associated Screen Name:	Open/Close History Tab
Method Description	1. If ClosingHistory.validate() is successful a. save ClosingHistory inserts/updates to the table.

8.136 ClosingHistory.approvalInvestigationCaseClose()

Object:	ClosingHistory
Method Name:	approvalInvestigationCaseClose()
Associated Screen Name:	Open/Close History Tab
Method Description	1. Call ClosingHistory.save() 2. LAKIDS will confirm that supervisory approval has been completed via selection of Approval button on Investigation – Findings tab and that Investigation.approval method has successfully completed. 3. Ensure that the Closed Date and Closure Reason are recorded. If not, display an error message. Error: “Enter Closed Date and Closure Reason.” 4. A Final Finding must be entered and approved on Investigation – Findings Tab; 5. Appropriate notifications sent (as noted by check in checkbox) on Investigation – Findings Tab including: a. LAKIDS will confirm that Required Notification to District Attorney = ‘Yes’ where Allegation.finalFinding =

	'Valid' b. LAKIDS will confirm that Required Notification to Licensing Agency = 'Yes' where Allegation.finalFinding = 'Valid' and where Role = 'Restrictive Care Facility' for Allegation.allegedPeretrator 6. Service authorizations must be end dated with a date prior to or equal to the closure date. 7. The Staffing tab must completed for investigations where Final Finding = "Valid" and a Family Services or Foster Care case was created. 8. Legal Action = "Instanter Order" has been entered on the Legal tab when Authority to Place ="Court Order" on the Removal tab. 9. Determine if the appropriate Notification form(s) have been generated as follows: a. Form 471 must be generated when Final Finding = 'Invalid' b. Form 472 must be generated when Final Finding = 'Valid' c. Form 472-A must be generated when Final Finding = 'Valid' and Alleged Perpetrator ≠ (Parent or Legal Custodian) d. Form 473 must be generated when Final Finding = 'Invalid' and Alleged Perpetrator = (Other Caretaker) e. Form 474 must be generated when Final Finding = 'Inconclusive' f. Form 44 must be generated when Final Finding = 'Valid' where Alleged Perpetrator ≠ (Facility) g. Form XI must be generated when Final Finding = 'Valid' where Alleged Perpetrator = (Facility) h. Form XI-A must be generated when Final Finding = 'Valid' where Alleged Perpetrator = (Restricted Care Facility or Day Care Facility) i. Form XI-B must be generated when Final Finding = 'Invalid' where Alleged Perpetrator = (Restricted Care Facility or Day Care Facility) j. Form XI-C must be generated when Final Finding = 'Valid' where Alleged Perpetrator = (Foster Parent) k. Form XI-D must be generated when Final Finding = 'Invalid' where Alleged Perpetrator = (Foster Parent) l. Form XI-E must be generated when Final Finding = 'Inconclusive' where Alleged Perpetrator = (Restricted Care Facility or Day Care Facility) 10. All pending approvals successfully processed on assessment tabs. 11. If ClosingHistory.validate() is successful;

	a. Invoke Assignment.caseClose() b. Call Approve.approval() 12. Where ClosingHistory.reasonForClosure = “Invalid”, invoke Relationship.updateExpunge

8.137 Assignment.caseClose()

Object:	Assignment
Method Name:	caseClose()
Associated Screen Name:	Open/Close History Tab
Method Description	1. Upon entry of a Close Date and Closure Reason and the subsequent approval of the case closure. LAKIDS will: a. Automatically close all pending ticklers where TicklerTemplate.mandatory? = ‘No’. b. Where TicklerTemplate.mandatory? = ‘Yes’, LAKIDS will provide an error message indicating that a case cannot be closed with pending ticklers that have been identified as mandatory for completion. Error: “Mandatory ticklers must be completed before this case can be closed.” 2. Where successful, LAKIDS will automatically close assignments that remain open on the case by entering the current system date into Assignment.endDate. 3. Save Assignment updates to the table.

8.138 Relationship.updateExpunge()

Object:	Relationship
Method Name:	updateExpunge()
Associated Screen Name:	Open/Close History Tab
Method Description	1. Update Relationship.status for each case participant to “Expunge”

8.139 Relationship.saveAssociatedCase()

Object:	Relationship
Method Name:	saveAssociatedCase()
Associated Screen Name:	Open/Close History Tab
Method Description	1. Save inserts of associated cases to the Relationship table. Each row will consist of two case IDs (PartyFrom_ID and PartyTo_ID) and the relationship type of “Case Link.”

8.140 ActivityLog.amend()

Object:	Activity Log
Method Name:	amend()
Associated Screen Name:	Activity Log Tab
Method Description:	1. Compare date and time stamp of selected activity log entry to the current system date and time. a. If date and time stamp of selected activity log entry is more than 72 hours: i. Clear the narrative text box to allow entry of amendment. ii. Generate current narrative and total narratives indicator based on the number of amended entries for the selected activity log entry. iii. Activate arrows for entries that have amendments (used to scroll through the amended entries). b. If date and time stamp of selected activity log entry is less than 72 hours, then the activity log entry can be edited..

8.141 ActivityLog.save()

Object:	ActivityLog
Method Name:	save()
Associated Screen Name:	Activity Log Tab
Method Description:	1. If ActivityLog.validate() is successful: a. Invokes EventsParticipant.save(), b. Invoke ActivtyLog.amend(), c. Save ActivityLog Table inserts/updates to database.

8.142 ActivityLog.printEvent()

Object:	Activity Log
Method Name:	printEvent()
Associated Screen Name:	Activity Log Tab
Method Description:	1. Prints all of the information pertaining to the entry that is selected in the Activity Log main grid, including all amendments pertaining to the same entry.

8.143 ActivityLog.validate()

Object:	ActivityLog
Method Name:	validate()
Associated Screen Name:	Activity Log Tab
Method Description:	1. 'Date' Occurred is a required field and must be populated on save. Error: 'Date Occurred is required.' 2. 'Category' is a required field and must be populated on save. Error: 'Category is required.' 3. 'Type' is a required field and must be populated on save. Error: 'Type is required.' 4. 'Narrative' is a required field and must be populated on save. Error: 'Narrative is required.' 5. A single radio button selection in the Primarily Associated With Group Box is required and must be populated on save. Error: 'Radio button selection is required.'

8.144 Staffing.save()

Object:	Staffing
Method Name:	save()
Associated Screen Name:	Investigation – Staffing
Method Description	1. Upon Save, if Staffing.validate() is successful: a. save Staffing table inserts / updates to database.

8.145 Staffing.validate()

Object:	Staffing
Method Name:	validate()
Associated Screen Name:	Investigation – Staffing
Method Description	1. Prior to Save, a 'Type' must be identified. Error: "A Staffing Type must be entered." 2. Prior to Save, a staffing 'Date' must be entered. Error: "A Staffing Date must be entered."

8.146 Staffing.delete()

Object:	Staffing
Method Name:	delete()
Associated Screen Name:	Staffing
Method Description	1. Delete the selected staffing record from the Staffing table.

8.147 OtherAttendees.save()

Object:	OtherAttendees
Method Name:	save()
Associated Screen Name:	Investigation – Staffing
Method Description	1. Upon Save, save OtherAttendees table inserts / updates to database.

8.148 OtherAttendees.delete()

Object:	OtherAttendees
Method Name:	delete()
Associated Screen Name:	Investigation – Staffing
Method Description	1. Delete the selected attendees information associated with the selected Staffing from the OtherAttendees table.

9 Requirements Addressed

17	18	19	20	26
47	57	60	100	101
102	104	106	119	125
128	129	130	137	147
151	152	153	187	237
277	278	287	296	297
72	82	120	233	

10 Revision History

As updates are made to the Detailed System Design Paper, a record is inserted into the table to track changes. This table provides a revision history for the document.

The “Description of Updates” column should contain the page number of the change and the reason for the change. The name of the person who made the change should be entered into the “Updated By” column.

Approval Date	Approved By	Description of Updates	Updated By